

2003

YEAR-END REPORTING MANUAL



IOWA COMMUNITY COLLEGES

STATE OF IOWA
DEPARTMENT OF EDUCATION
BUREAU OF COMMUNITY COLLEGES
GRIMES STATE OFFICE BUILDING
DES MOINES, IA 50319-0146

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State of Iowa
Department of Education
Grimes State Office Building
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2003 YEAR-END REPORTING MANUAL

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INTRODUCTION

Manual Updates Fiscal Year 2001-2002 to Fiscal Year 2002-2003

<u>UPDATES - 2003 MANUAL SECTION</u>	<u>PAGE NUMBER</u>
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<ul style="list-style-type: none"> • Reminder: <ul style="list-style-type: none"> -Please review all CIP Numbers and Code Sets for accuracy in reporting. -Round all figures to whole dollar. -The Fiscal Year 2002 CE-4b, Building Information, and Building Forms #1-#4 will be e-mailed to individual colleges. 	
Appendix A2 Classification of Instructional Programs (CIP) Numbers and Identification	
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<ul style="list-style-type: none"> • Credit Tech-Prep Identification 	

Anticipated Manual Updates for Fiscal Year 2003-2004

UPDATES – ANTICIPATED FOR FISCAL YEAR 2003-2004

Enrollment Reporting Procedures

- Procedure Update
- Secondary Students Update

Credit Student Enrollment Reporting

- Procedure Update
- Instructional Program/Course Criteria-Multiplier
- Lab/Lecture/Coop/Clinic Process Update

Economic Development Project and Program Reporting

- Procedure Update

Non-Credit Student Enrollment Reporting

- Procedure Update
- Instructional Program/Course Criteria-Multiplier
- Adult and Continuing Education Eligible-Clarification
- Lab/Lecture/Coop/Clinic Process Update

Human Resources Reporting

- Procedure Update

Management Information Systems (MIS) Reporting Procedures and Forms

- Procedure and File Format Update
- Federal Ethnicity Reporting Requirements

Financial Reporting

- Procedure and File Format Update
- GASB 35/Accounting Manual

Appendix

- Identification Code Numbers/Sets
- 2000 Classification of Instructional Programs (CIP) Number-Federal Reporting Requirements (Crosswalk)

Additional Topics

- Revisions Chapter 21, Iowa Administrative Rules

Technical Assistance Contact Persons

The following individuals may be contacted to provide answers to questions regarding forms, instructions, etc.:

TOPIC	PERSON	E-MAIL ADDRESS @ed.state.ia.us	AREA CODE (515)
Adult Non-Vocational..... Adult Basic Education High School Equivalency and Diplomas	John Hartwig	john.hartwig@	281-3636
Adult/Continuing and General Eligible and Non-Eligible Non-Credit Student Reporting Adult Vocational Supplementary, Apprenticeship, Drinking Driving, Driver Improvement, Recertification, and Mine Safety	Karen F. Poole	karen.poole@	281-3671
Agriculture Education	Dale Gruis/ Jerry Lamers	dale.gruis@ jerry.lamers@	281-4712 281-4721
AS15-D, E, and F, Square/Cubic Footage, Administrative Allowance for IDED, Buildings and Facilities	Michelle Tosel	michelle.tosel@	281-3550
Business/Information Technology	Colleen Hunt	colleen.hunt@	281-0319
Certified School to Career.....	Jim Fliehler	jim.fliehler@	281-4709
College Parallel/Career Option and College Parallel Not Elsewhere Classified	Jerry Lamers	jerry.lamers@	281-4721
Corrections and Marketing.....	Janet Woodruff	janet.woodruff@	281-8488
Credit Student Reporting.....	Karen F. Poole	karen.poole@	281-3671
Economic Development Projects and Programs..... Chapters 260E, 260F Projects and 260G Programs	Karen F. Poole	karen.poole@	281-3671
Equity and Program Development	Jan Huss	jan.huss@	281-4723
Family and Consumer Sciences	Vacant		281-4716
Health Occupations	Catherine Vance	catherine.vance@	281-4722
Human Resources.....	Evelyn Anderson	evelyn.anderson@	281-3866
Industrial Technology Education (Construction/Communication).....	Rod Thompson	rod.thompson@	281-3590
(Manufacturing/Transportation).....	Ken Maguire	ken.maguire@	281-8353
Management Information System (MIS) Contact	Karen F. Poole	karen.poole@	281-3671
Non-Traditional Services	Jan Huss	jan.huss@	281-4723
Perkins Basic Grant Reimbursement	Tom Grimm	tom.grimm@	281-4707
Tech Prep Programs	Roger Foelske	roger.foelske@	291-4700
Perkins Year-End Reporting	Vacant (Perkins-D.E. Area Consultants)		
Postsecondary Preparatory and Secondary Jointly Administered	Division Consultants Jerry Lamers	jerry.lamers@	281-4721
Program Approval/Waivers.....	Evelyn Anderson	evelyn.anderson@	281-3866
Prorate Sheet – CE-4b.....	Michelle Tosel	michelle.tosel@	281-3550
Vocational-Technical Technology Improvement Program Fiscal Report	Beverly Bunker	beverly.bunker@	281-3615

Department of Education Message

The January 2002 publication of the Condition of Iowa Community Colleges 2001 demonstrates the potential of the Management Information System (MIS). In a continuous effort to improve the quality of data reported by the community colleges to the Department, processes and procedures have been updated for FY03. The 2003 Year-End Reporting Manual updates, identified on previous pages for FY03 and anticipated updates for FY04 will increase the accuracy of data. All reports submitted by the community colleges to the Department require signature certification from the chief executive officer.

Three significant topics included in the updates:

1. Community Colleges Signature Certification of Electronic Data – All reports submitted by the community colleges to the designated bureau contacts will require a signature certification from the chief executive officer. Signature certification was requested for FY02 and is now required for FY03.
2. Human Resources Employee File and Human Resources Position File (In response to HF 2394, passed in 02 legislative session) – All Instructional (520) positions will require addition of the following data elements for year end reporting:
 - Human Resources Employee File
 - Highest Educational Achievement/Award
 - Experience
 - Instructional FTE Information
 - Human Resources Position File
 - Base Position Salary
 - Days in 2 Semester Teaching/Instructional Contract
3. GASB 34 and GASB 35
 GASB 34 and GASB 35 include changes in accounting to include the capitalization and depreciation of fixed assets and change in the appearance of the financial statements when compared with previous years. GASB 34 and GASB 35 require an entity-wide perspective (single line) in the exhibits of the financial statements. The previous reporting model provided for a fund basis perspective. Also required by GASB 34 and GASB 35 is a Management's Discussion and Analysis section, which is required supplementary information to the audit report.

GASB 34 and GASB 35 changes will be implemented during the current reporting period and financial reports that are required to be submitted have been changed to accommodate for implementation. There may be other changes implemented in future fiscal years to help in the presentation of data.

The 2003 Year-End Reporting Manual will be available in the near future on the department's web site: <http://www.state.ia.us/educate/ccwp/cc/documents.html>. (Contact person: Karen F. Poole (515) 281-3671, karen.poole@ed.state.ia.us).

The Department will schedule meetings in 2002 to review data for Fiscal Year 2002 and to discuss the updates for Fiscal Year 2003.

ENROLLMENT REPORTING PROCEDURES

ENROLLMENT REPORTING PROCEDURES

Credit and Contact (Non-Credit) Hours

Procedures are to be followed when identifying credit or contact (non-credit) hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Calendar Information

1. Days on which tests are administered may be counted for purposes of computing credit or contact hours if they are a part of the scheduled term as indicated by the official school calendar.
2. Credit or contact (non-credit) hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).
3. Holidays when students are not scheduled for classes shall not be counted when computing credit or contact hours.
4. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit or contact (non-credit) hours.
5. Community colleges shall be entitled to count no more than 10 official days of registration and orientation immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students in arts and sciences and preparatory career programs, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
6. The day when commencement occurs may be included when computing credit or contact hours, if this day occurs during the period in which the student was registered for a course or program.

Distance Education Courses

1. Must be taught by identified instructors and transmitted to students at remote sites via audio and/or video telecommunications technology. (Web based-internet, satellite or Iowa Communications Network-ICN.)
2. Enrollments can be eligible for the general state financial aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit and contact (non-credit) enrollment reporting procedures and the Instructional Program/Course Criteria, pages 17 and 29.
3. Offered by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
4. Report credit/contact (non-credit) hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education (Regents Institutions, community colleges, private colleges, universities, and subscribed services).

Enrollment Method

A point-in-time enrollment method enables the institution to have sufficient time to count registrations and withdrawals through the first 2 weeks (14 calendar days) of the course or program. Courses that overlap two Fiscal Years shall be reported as follows:

1. Courses beginning more than 2 weeks (14 calendar days) prior to July 1 will report ALL credit or contact hours in the year in which the course begins.
2. Courses beginning less than 2 weeks (14 calendar days) prior to July 1, or after July 1 will report ALL credit or contact hours in the following Fiscal Year.
3. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will not be used for computation of credit or contact (non-credit) hours. Courses, which students are not withdrawn from through the 14th calendar day will have all credit or contact hours for the course computed. Institutions must record the exact withdrawal dates of all students in order to provide for adequate auditing of reports.

Extended Field Trips

Extended field trips offered as eligible credit or contact (non-credit) hours/courses in which students are officially registered shall have hours computed by the following procedures:

1. Credit courses are to be computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
2. Contact (non-credit) hours are to be computed by counting no more than 8 contact (non-credit) hours of laboratory for each day the course is offered and shall not exceed the actual number of contact (non-credit) hours a student participated in the course. No hours of travel to and from the field trip shall be counted as contact (non-credit) hours.

Information Development

The following information shall be developed by each community college to insure adequate computation of credit or contact (non-credit) hours:

1. An official school calendar, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Each course and program offered by a community college shall clearly identify the total number of credit and/or contact (non-credit) hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit or contact (non-credit) hour identification shall be continually revised to reflect changes.
3. Policies for such purposes as late registration and official withdrawal. These policies shall be followed when computing credit or contact (non-credit) hours.
4. Courses or programs that have minor variations in the number of credit or contact (non-credit) hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures. This arbitrary assignment may be determined on the basis of either a percentage of credit or contact (non-credit) hours or on the actual number of hours, but not a combination of both.

Information Development, continued

5. Credit/contact (non-credit) hours shall not be counted for staff development /in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.

Renewal of Education Certificates

1. Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which may not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
 - b. Leads to completion of requirements for an endorsement not currently held.
2. Credit or contact (non-credit) hours generated from course offerings in renewal licensure areas are eligible for inclusion in the general state financial aid (state general aid funding distribution formula) provided the Instructional Program/Course Criteria, pages 17 and 29 and the following criteria are met:
 - a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
 - b. Course offerings shall be the first 2 years of college only (lower division courses) as opposed to upper division (under-graduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy"]

Secondary Students (To be reviewed for 2004)

1. Alternative High School: Enrollment hours are not eligible for the general state financial aid (state general aid funding distribution formula), but are included on the CE-4b and MIS Non-Credit Student Information File.
2. Dual Credit Enrollment: Postsecondary enrollment options (PSEO) students or other students receiving college credit are included in the Credit Student Information File, Credit Student Course File, and the Credit Student Awards File. Enrollments are eligible for the general state financial aid (state general aid funding distribution formula) and must meet the Instructional Program/Course Criteria, pages 17 and 29.
3. High School Credit Courses: Student enrollments are included in the Non-Credit Student Information File, CIP 53.020200 and Identification Code Set 04 41 11 04, and shall have an established length of 60 contact hours granted upon the completion of the course.
4. Secondary Credit Only: Enrollment hours enrolled in secondary jointly administered programs receiving secondary credit are not eligible for the general state financial aid (state general aid funding distribution formula), but are included on the CE-4b. (This is not Dual Credit Enrollment).

Subject Specific Reporting Procedures

1. Adult Vocational Supplementary Courses: Classify under the appropriate Classification of Instruction Program (CIP) Number and Identification Code Set for credit (04 04 11 03) and non-credit (04 04 11 04), see page 41.
2. Apprentice Programs/Courses: Classify under the appropriate Classification of Instruction Program (CIP) Number and Identification Code Set for credit, economic development, and contact (non-credit) hour enrollments, see pages 42, 43, and 44.
3. Contract/Customized Training: Student enrollment, other than 260E/F/G economic development training, provided by the college are eligible for the general state financial aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files and Non-Credit Student Information File. NOTE: Credit student enrollments must include under the “Registration Type, 1= contract training/services”.
4. Co-sponsored Educational Programs/Courses-Conferences/Special Events: Report student enrollments under the subject specific CIP Number and utilize the Non-Credit Identification Code Set of 04 04 36 04. Credit Code Set 04 04 36 03, see pages 37, 38, and 39.
5. Independent Study, “to be arranged” Courses: Must record that the arrangements between the instructor and students indicating when the course actually met and documentation that all Instructional Program/Course Criteria, pages 17 and 29 are satisfied.
6. Economic Development Programs/Courses: Credit and contact (non-credit) hour enrollment reporting must be coded with the subject specific/occupational specific CIP Number and Identification Code Set “Special Emphasis” 53, 54 or 55.
7. Corrections Population: Student enrollments are not eligible for the general state financial aid (state general aid funding distribution formula), but should be included in credit or contact (non-credit) hour reporting and must reflect the appropriate “Object and Purpose” 01, 22 or 42 in the Identification Code Set. (Includes Department of Corrections through the State penal institutions or the Department of Human Services contracts).

Tuition Rates

Authorization to determine tuition rates for instruction:

1. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.
2. Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.
3. However, except for students enrolled under Iowa Code 261C, if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board, and the pupil shall not be included in the full-time equivalent enrollment of the community college for the purpose of computing general aid to the area community college.
4. A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the agreement is approved by the state board. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors"]
5. Colleges may charge resident tuition rates to residents of one of Iowa's 8 sister states. As authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.
6. Iowa Department of Education correspondence dated November 16, 2000
Summary of Community College Tuition Issues Provided to the Community College Presidents –November 2, 2000 President's Meeting

...“The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states “a person classified as a resident shall provide resident tuition costs.” Thus, a community college may charge a resident tuition rate and a non-resident tuition rate; a differential for international students within the non-resident tuition rate is not permitted. A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens.”
8. Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges' Uniform Policy on Student Residency Status (state board approved June 7, 2001).

CREDIT STUDENT ENROLLMENT REPORTING

CREDIT STUDENT ENROLLMENT REPORTING

- Fiscal Year 2003 Credit Student Enrollment Reporting Files due on or before August 4, 2003
 - Fiscal Year 2003 Credit Student Awards File due on or before September 10, 2003
- Contact person: Karen F. Poole, (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

Credit Requirements for Eligibility Arts and Sciences and Career and Technical Education Reporting

Credit course enrollment consists of arts and sciences in liberal/general studies and college parallel/career option, and career and technical education. Also included in this area are credit developmental education courses, which should be included under arts and sciences category. All short-term and part-time career and technical programs receiving college credit will be included in the Credit Student Information File and Credit Student Course File. Enrollment reporting for short-term and part-time preparatory programs receiving contact (non-credit) hours, but not college credit hours, is explained on page 44. File formats are included in the MIS Reporting Section of this manual, beginning on page 57.

Student data are collected on a Fiscal Year basis. Only students enrolled in a course in which the 14th calendar day occurred on or after July 1, 2002 or on or before June 30, 2003 will be included in the Fiscal Year 2003 Credit Student Enrollment Files (Student Information, Credit Student Course, and Credit Student Awards). The Credit Student Awards File is due September 10, 2003, which will allow the college to include summer graduates in this file.

Instructional Program/Course Criteria

1. All instructional programs/courses must meet all of the criteria listed below:
 - a. Must be an organized subject matter in which instruction is offered.
 - b. Must have a minimum length of 1 contact hour. A credit hour is established at 15 contact hours and is equal to 1 credit hour/50 minutes is equal to 1 contact (non-credit) hour. Only the following multipliers are allowed in calculating the credit/contact (non-credit) hour:
 - 50 minutes = no multiplier
 - 55 minutes = 1.1 multiplier
 - 60 minutes = 1.2 multiplier
 (There will be no multiplier for credit/contact (non-credit) hours beginning Fiscal Year 2004).
 - c. Must have a syllabus, course description, and condensed outline or statement of the main points and must be on file with the community college.
 - d. The community college shall have a written agreement identifying the conditions of the services to be provided (i.e. contractual or subscribed services agreement/co-sponsored).
 - e. The employment of an instructor may be met through contractual or subscribed services agreements, when courses are taught by identified instructors and transmitted to students at remote sites.
 - f. Must be approved in accord with the appropriate procedure as defined by board policy.
 - g. Students must be registered according to the official registration procedures of the community college.
 - h. Student enrollment records appropriate for audit must be maintained for each course.

Instructional Program/Course Criteria, *continued*

2. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (under-graduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy"]
3. Community colleges are not authorized to report more than 1 contact hour for an individual student for the same period of time since such a procedure would constitute "double counting". There is no circumstance that can be construed as authorization for reporting 2 or more contact hours for the same period of time.
4. Enrollment in arts and sciences and career and technical courses will be determined on a point-in-time reporting basis for the following situations:
 - a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.
 - b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1, or after July 1, will be reported in the next Fiscal Year.
 - c. See the Enrollment Reporting Manual, Enrollment Method page 10, for point-in-time enrollment for courses other than a regular term length.
5. Credit hours counted for: (1) On-the-job training, (2) clinical programs, and (3) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of contact hours counted for a full-time or part-time program may not exceed 40 contact hours per week for the combined total hours including classroom work orientation.

Arts and Sciences and Courses

1. Courses over 2 weeks in length (14 calendar days). The total registration, less withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit or contact (non-credit) hours shall be recorded for these students.
2. Courses less than 2 weeks in length (14 calendar days). The total registration less withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit or contact (non-credit) hours shall be recorded for these students.
3. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit or contact hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit or contact hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit or contact hours.

All students served by community colleges that receive credit for completed courses must be reported on the Management Information System (MIS). The file formats are included in the MIS Information Systems Reporting Forms Section of the manual (Credit Student Information File, Student Course File, and the Credit Student Awards File) beginning on page 57. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted or mailed to the designated person at the Department of Education and must be ASCII fixed length files.

Reporting of Fall Term/Credit Student Enrollment Files:

Fall Term/Credit Student Information File (14 th Day) (Reporting Period August-September 2003)	Report due on or before October 1, 2003
Fall Term/Credit Student Course File (14 th Day) (Reporting Period August-September 2003)	Report due on or before October 1, 2003

Classification of Instructional Programs (CIP) Number and Identification Code Numbers/Sets are available for review the Appendix Section, page 105 of this document and individual college credit program masters.

ECONOMIC DEVELOPMENT PROJECT AND PROGRAM REPORTING

ECONOMIC DEVELOPMENT PROJECT AND PROGRAM REPORTING

- Fiscal Year 2003 Management Information System (MIS) Year-End Enrollment File is due on or before August 4, 2003
- Fiscal Year 2003 Project/Program Reporting Information Electronic File is due on or before August 4, 2003
- Fiscal Year 2003 Iowa Department of Economic Development (IDED) Electronic File is due on or before August 15, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

260E and 260F Projects, 260G Programs

Student enrollments of credit and contact (non-credit) hour programs/courses, which meet the Instructional Program/Course Criteria, pages 17 and 29, are reported on a Fiscal Year basis. Economic development projects and programs vary in length. The MIS Reporting Section of the manual, page 57 identifies the file formats to be utilized in Year-End Reporting.

The process of 260E, 260F, and 260G data Year-End reporting to the Department of Education includes three components:

1. **Management Information System (MIS) Year-End Enrollment File**
(Credit Student Enrollment Files and Non-Credit Student Information File)
2. **Project/Program Reporting Information Electronic File (260E/F Project and 260G Program)**
(Economic Development Information Files)
3. **Iowa Department of Economic Development (IDED) Year-End Electronic File**

Component 1-Management Information System (MIS) Year-End Enrollment File

1. Enrollments included in Year-End Report (Programs/courses instructed by the community college).
2. Student social security number.
3. CIP Numbers are assigned subject specific-occupational specific for Apprenticeships.
4. Project/program identifier code.
5. All data will be collected on a Fiscal Year basis (July 1-June 30).
6. Include all required financial data on the CE-4b and related reports.

260E and 260 F Projects/260G Programs, continued

Component 2- Project/Program Reporting Information Electronic File (260E/F Project and 260G Programs)

1. Current or new projects/programs – include:
 - a. Company name.
 - b. Project/program identifier code – ‘E’ (assigned by college) or ‘F’ and ‘G’ (IDED Contract Number).
 - c. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).
2. Completed projects/programs – include:
 - a. Social security number of employees/students. (All employees/individuals benefiting from the funds).
 - b. Company name.
 - c. Project/program identifier code – ‘E’ (assigned by college) or ‘F’ and ‘G’ (IDED Contract Number).
 - d. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).

Component 3- Iowa Department of Economic Development (IDED) Year-End Electronic File

1. Copy of Iowa Department of Economic Development (IDED) Year-End Report. (Other activities and services provided by community college).

Customized Training Programs Operated Through Resources from the Iowa Department of Economic Development

1. Iowa Industrial New Jobs Training Program (Chapter 260E) student enrollments are not eligible for the general state financial aid (state general aid funding distribution formula), however college initiated courses must be included in the MIS Year-End credit and/or contact (non-credit) files.
2. The Iowa Job Training Program/Iowa Employee Training Resources (Chapter 260F) student enrollments must be included in credit and/or contact (non-credit) hour reporting only if the students were enrolled in institutional skill training. Enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when Instructional Program/Course Criteria, pages 17 and 29 are met.
3. Accelerated Career Education-ACE (260G) student enrollments must be included in credit and/or contact (non-credit) reporting procedures. Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when Instructional Program/Course Criteria pages 19 and 31 are met.
4. Apprenticeship student enrollments, which are funded through economic development projects/programs, must include the specific CIP Number and Identification Code Numbers/Sets, as identified on pages 42, 43, and 44.
5. On-the-job training experiences in these programs are considered employment and shall not be included in the credit or contact hour (non-credit) enrollment.

Student Enrollment Reporting for Individual Courses-Classification of Instructional Programs (CIP) Numbers and Identification Code Numbers/Sets

Iowa Industrial New Jobs Training Program	CIP Number	Identification Code Sets
260E (Not-Eligible)	Subject Specific	04 53 11 22
Iowa Job Training Program		
260F (Eligible)	Subject Specific	04 54 11 04
260F (Not-Eligible)	Subject Specific	04 54 11 22
Accelerated Career Education-ACE		
260G Credit	Subject Specific	04 55 11 03
260G Non-Credit	Subject Specific	04 55 11 04

Year-End Summary Total Reporting Only-CIP and Identification Code Sets***

Iowa Industrial New Jobs Training Program	CIP Number	Identification Code Sets
260E Summary Total (Not-Eligible)	60.020990***	04 53 11 22
Iowa Job Training Program		
260F Summary Total (Eligible)	60.021990***	04 54 11 04
260F Summary Total (Not-Eligible)	60.021990***	04 54 11 22
Accelerated Career Education-ACE		
260G Summary Total Credit	60.022990***	04 55 11 03
260G Summary Total Non-Credit	60.022990***	04 55 11 04

*** Use asterisked Classification of Instructional Programs (CIP) Number for Year-End Summary Total Reporting only! The summary total must match the separate totals of economic development project/program courses reported.

NON-CREDIT STUDENT ENROLLMENT REPORTING

NON-CREDIT STUDENT ENROLLMENT REPORTING

Fiscal Year 2003 Non-Credit Student Information File due on or before August 4, 2003

Contact person: Karen F. Poole, (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

Adult/Continuing Education Requirements for Eligibility

All contact hour (non-credit) enrollments are to be reported in the Non-Credit Student Information File. The file format is included in the MIS Information Systems Reporting section of this manual, page 57. The college registration process is the documentation for reporting enrollment. Courses must meet criteria as defined in Instructional Program/Course Criteria.

Instructional Program/Course Criteria

1. All instructional programs/courses must meet all of the criteria listed below:
 - a. Must be an organized subject matter in which instruction is offered.
 - b. Must have a minimum length of 1 contact hour. A credit hour is established at contact hours and is equal to 1 credit hour/50 minutes is equal to 1 contact hour. Only the following multipliers are allowed in calculating the credit/contact (non-credit) hour:
 - 50 minutes = no multiplier
 - 55 minutes = 1.1 multiplier
 - 60 minutes = 1.2 multiplier
 (There will be no multiplier for credit/contact (non-credit) hours beginning Fiscal Year 2004).
 - c. Must have a syllabus, course description, and condensed outline or statement of the main points and must be on file with the community college.
 - d. The community college shall have a written agreement identifying the conditions of the services to be provided (i.e. contractual or subscribed services agreement/co-sponsored).
 - e. The employment of an instructor may be met through contractual or subscribed services agreements, when courses are taught by identified instructors and transmitted to students at remote sites.
 - f. Must be approved in accord with the appropriate procedure as defined by local board policy.
 - g. Students must be registered according to the official registration procedures of the community college.
 - h. Student enrollment records appropriate for audit must be maintained for each course.
2. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (under-graduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy".]
3. Community colleges are not authorized to report more than 1 contact (non-credit) hour for an individual student for the same period of time since such a procedure would constitute "double counting". There is no circumstance that can be construed as authorization for reporting 2 or more contact (non-credit) hours for the same period of time.

Instructional Program/Course Criteria, *continued*

4. Contact (non-credit) hours counted for: (1) On-the-job training, (2) clinical programs, and (3) work experience programs shall be computed on the basis of the actual number of contact (non-credit) hours a student is enrolled and participates in the program. The maximum number of contact (non-credit) hours counted for a full-time or part-time program may not exceed 40 contact (non-credit) hours per week for the combined total hours including classroom work orientation.
5. Courses over 2 weeks in length (14 calendar days). The total registration, less withdrawals through the first 2 weeks, shall be counted as the enrollment and this enrollment shall be multiplied by the total number of contact (non-credit) hours in the course. Additional registrations or drops shall not be considered after the second week (14 calendar days).
6. Courses less than 2 weeks in length. The total registration, less withdrawals through the first 2 class meetings, shall be counted as the total enrollment and this number shall be multiplied by the total number of contact (non-credit) hours in the course.
7. These instructions apply to short-term/part time preparatory career education programs:
 - Credit-any certificate program over 22 hours must be approved by the director of the Department of Education.
 - Non-credit-programs under 22 hours granting a certificate.

Non-Credit Program Identification and Reporting Procedures

Adult Non-Vocational Categories

Adult Non-Vocational Categories:

1. Adult Basic Education (ABE)/General Educational Development (GED)/High School Completion Programs
2. Adult/Continuing and General, Eligible
3. Adult/Continuing and General, Not-Eligible
4. Community Rehabilitation Programs (Sheltered Workshops)
5. Co-sponsored Programs/Courses and Conferences/Special Events

1. Adult Basic Education (ABE)/General Educational Development (GED) and High School Completion Programs

- Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when the Instructional Program/Course Criteria are met, page 31.
- Complete the “Annual Performance Report for the Adult Education State Administered Program”.
- Community Rehabilitation Program (Sheltered Workshops) students/population enrollments are not to be reported in the Adult Basic Education (ABE) area. Utilize CIP 68.080000 Identification Code Set 05 52 11 04, see page 36.
- Hours generated by instruction to individuals who reside in nursing homes are not eligible for the general state financial aid (state general aid funding distribution formula).

Adult Basic Education (ABE)/General Educational Development (GED) and High School Completion-Diploma Programs

ABE: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, on a job or in a family. GED: A program of instruction designed to assist adults prepare for the GED Test Battery.

- | | | |
|---|----------------------|-----------------------------|
| a. <u>ABE/GED - Scheduled Courses</u> | CIP 53.020100 | Code Set 04 40 11 04 |
| b. <u>ABE/GED - Individualized Learning</u> | CIP 53.020100 | Code Set 04 41 11 04 |

ABE/GED - Scheduled Courses: Group instruction in ABE, GED preparation, employment and life skills instruction, or other topics in compliance with federal guidelines with definite starting and ending dates will be recorded at the time of registration for actual scheduled class hours. Contact (non-credit) hours shall not be counted more than once per student for the same course.

Adult/Non-Vocational Categories, *continued*

1. Adult Basic Education (ABE)/General Educational Development (GED) and High School Completion-Diploma Programs, *continued*

ABE/GED - Individualized Learning: Students in open entry/open exit individualized learning situations, ABE, GED, literacy, high school completion, and tutorial settings will be reported at 60 contact (non-credit) hours per quarter. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. The Department will limit each individual to 240 contact (non-credit) hours in this category. Supporting documentation for actual hours must be maintained. High school credit courses shall have an established length of 60 contact (non-credit) hours for each completed course and are to be reported in this category. A maximum of 240 contact (non-credit) hours per individual will be eligible for the general state financial aid (state general aid funding distribution formula).

ABE/English-as-a-Second Language (ESL)

ABE/ESL: An English literacy program of instruction designed to help adults who are limited English proficient achieve competence in the English language.

a. <u>ABE/ESL- Scheduled Courses</u>	CIP 53.020120	Code Set 04 56 11 04
b. <u>ABE/ESL - Individualized Learning</u>	CIP 53.020120	Code Set 04 57 11 04

ABE/English-as-a-Second Language (ESL)-Scheduled Courses: Courses with definite starting and ending dates will be recorded at the time of registration for actual scheduled class hours. Contact (non-credit) hours shall not be counted more than once per student for the same course. The new Program of English Literacy/Civics Education “EL/Civics” will be represented on the TOPSpro System.

ABE/English-as-a-Second Language (ESL)-Individualized Learning: Students in open entry/open exit individualized, ESL learning situations and tutorial settings will be reported at 60 contact (non-credit) hours per quarter. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. The Department will limit each individual to 240 contact (non-credit) hours in this category. Supporting documentation for actual hours must be maintained. A maximum of 240 contact (non-credit) hours per individual will be eligible for the general state financial aid (state general aid funding distribution formula).

High School Diploma	CIP 53.010010	Code Set 04 42 11 04
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- Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when Program/Course Criteria are met, page 29.
- Designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma or a secondary high school diploma.
- Do not report Alternative High School, PSEO or Dual Credit enrollments under this category.

Alternative High School	CIP 62.200000	Code Set 02 23 11 22
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- Student enrollments are not eligible for the general state financial aid (state general aid funding distribution formula).
- Student enrollments are not to be reported under the Adult Basic Education (ABE) or High School Diploma CIP Number and Identification Code Set.

Adult/Non-Vocational Categories, *continued*

2. Adult/Continuing and General, Eligible	CIP 53.040100	(Exceptions Noted Below)
	Code Set 04 43 11 04	(Exceptions Noted Below)

Eligible Categories:

- a. Community Resource Development
(Subject matter information, which may result in improved or enhanced community resources or community development programs).
- b. Legal and Consumer Rights
(A group of instructional courses that provide the opportunity to become better informed and more thoughtful consumer and identify the consumer's rights and obligations under a contract).
- c. Health
(Courses, which utilize experiences for influencing understanding, attitudes, and practices relating to individual, family, and community health. Instruction is based on scientific facts and truths, which serve as a foundation for decision-making and action to achieve health potentials).
- d. Employment and Business
(Learning activities, which are designed to develop individual skills need to obtain and enhance employment).
- e. Programs for Individuals with Restricted Income
(Courses designed for individuals living on a restricted income).
- f. Environmental Education
(Designed to assist individuals to understand the effect upon one's health and well-being of environmental factors).
- g. Consumer and Homemaking Adult Education
(Child development, care and guidance, clothing and textiles, consumer education, family individual health, food and nutrition, home management-including resource management, housing, home furnishing and equipment).
- h. State Mandated Courses or State Approved
(Organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa).
 - Motorcycle Rider Course
 - Motorized Bicycle
 - Snowmobile Safety
 - Hunter Safety
 - Child Abuse Reporting

Exceptions - State Mandated Reporting:

Iowa Course for Drinking Driving (DUI)	CIP 53.030100	Code Set 04 46 11 04
Iowa Course for Driver Improvement (DIP)	CIP 53.030200	Code Set 04 47 11 04
Recertification/Relicensure (Degree)	CIP 62.100000	Code Set 04 48 11 04

Adult/Non-Vocational Categories, *continued*

2. Adult/Continuing and General, Eligible	CIP 53.040100	(Exceptions Noted Below)
	Code Set 04 43 11 04	(Exceptions Noted Below)

- Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when the Instructional Program/Course Criteria, page 29 are met and must be included in the Non-Credit Student Information File.
- Student enrollments are not offered for high school or college credit and are not designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.
- Hours generated by instruction to individuals who reside in nursing homes are not eligible for the general state financial aid (state general aid funding distribution formula).

Iowa Course for Drinking Driving (DUI)	CIP 53.030100	Code Set 04 46 11 04
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- Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula).
- Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol.
- Students must be included in the Non-Credit Student Information File.

Iowa Course for Driver Improvement (DIP)	CIP 53.030200	Code Set 04 47 11 04
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- Enrollments are eligible for the general state financial aid (state general aid funding distribution formula).
- Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa.
- Students must be included in the Non-Credit Student Information File.

Recertification/Relicensure (Degree)	CIP 62.100000	Code Set 04 48 11 04
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- Enrollments are eligible for the general state financial aid (state general aid funding distribution formula).
- Designed for persons who are required to have completed at least a four-year college degree (BA or BS—pharmacists, chiropractors, dentists, engineers, etc.).
- Students must be included in the Non-Credit Student Information File.

Adult Non-Vocational Categories, *continued***3. Adult/Continuing and General, Not-Eligible CIP 53.050100 Code Set 04 44 11 22**

Designed for recreational purposes or other non-eligible purposes, as noted below:

- Courses, students, or programs not eligible:
 - a. Courses that deal with recreation, hobbies, casual culture, or self-enjoyment subjects.
 - b. Programs and/or contracts funded from 260E sources, see pages 23, 24, and 25.
 - c. Students in High School Completion Programs registered with a community college on or before the third Friday in September, which are claimed for funding by a K-12 school district.
 - d. Students registered as a part of the Department of Corrections through the state penal institutions or the Department of Human Services contract.
 - e. Students served for the sole purpose of testing, i.e., GED, CLEP, ACT, Nurse Aid, etc.
 - f. Community Service activities, which do not meet the Instructional Program/Course Criteria, page 29.
 - g. Students who do not meet the definitions previously cited such as those who reside in nursing homes.
 - h. Courses that are less than 1 contact hour are not eligible for the general state financial aid (state general aid funding distribution formula).
- Student enrollments are not eligible for the general state financial aid (state general aid funding distribution formula).
- Student enrollments must be included in the Non-Credit Student Information File.

Adult Non-Vocational Categories, *continued***4. Community Rehabilitation Programs
(Sheltered Workshops/Skill Centers)****CIP 68.080000 Code Set 05 52 11 04**

Educational courses/programs for Community Rehabilitation Programs population must be reported with the required CIP Number and Identification Code Set. The Department will limit enrollment for each individual to 240 contact (non-credit) hours in this category. Do not report any hours, which are non-educational activities, including supervised work. Supporting documentation for actual hours must be maintained.

Specific criteria for reporting eligible community rehabilitation programs (sheltered workshop/skill center education) hours include:

1. A syllabus and course description must be on file with the community college.
2. A written agreement between the partners and/or service providers must describe the conditions by which the services are provided (i.e. contractual or subscribed service agreement) including terms for employment of an instructor(s).
3. Course offerings must be approved in accordance with the appropriate procedures, as defined by community college board policy, and must meet the Instructional Program/Course Criteria, page 29.
4. Students must be enrolled according to the official registration procedures of the community college.
5. The Management Information System (MIS) requires the student's social security number or unique student identifier/locally assigned number must be used on all records. Student enrollment records must be maintained on the community college student record system and reported to the Department on the MIS Non-Credit Student Information File. These records must be appropriate for audit and maintained for each course.
6. All educational contact (non-credit) hours of students in Community Rehabilitation Programs (sheltered workshops/skill centers) must be submitted on the MIS under the above CIP Number and Code Set (68.080000, 05 52 11 04).
7. Contact (non-credit) hours will be reported at 60 contact (non-credit) hours per quarter. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. Supporting documentation for actual hours must be maintained. A maximum of 240 contact (non-credit) hours will be eligible for the general state financial aid (state general aid funding distribution formula).
8. On-the-job-training hours are not eligible for the general state financial aid (state general aid funding distribution formula) and should not be reported.
9. Student enrollment must be reported in this category only and must not be reported under any other CIP Number or Identification Code Set.
10. Individualized education plans must demonstrate progress toward identified educational goals and objectives.
11. The mission and goals of education and training provided in Community Rehabilitation Programs (sheltered workshops/skill centers) must be related to the community college strategic plan.

Adult Non-Vocational Categories, *continued*

4. Community Rehabilitation Programs (Sheltered Workshops/Skill Centers), <i>continued</i>	CIP 68.080000 Code Set 05 52 11 04
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12. Any hours generated by instruction to individuals who reside in nursing homes are not eligible for the general state financial aid (state general aid funding distribution formula).

5. Co-sponsored Educational Programs/Courses-Conferences/Special Events	
Non-Credit Programs/Courses	CIP (Subject Specific) Code Set (Subject Specific)
Non-Credit Conferences/Special Events	CIP (Subject Specific) Code Set 04 04 36 04
Credit Programs/Courses	CIP (Subject Specific) Code Set 04 04 36 03

- a. **Co-sponsored Programs/Courses:** Eligible Non-Vocational/Vocational programs/courses designed for specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.
- b. **Co-sponsored Conferences/Special Events:** Eligible Non-Vocational/Vocational unique educational conferences/special events designed for specific purposes or upgrading the skills or persons presently employed and retraining persons for new employment.

Community colleges offer a wide variety of educational programs/courses to meet the needs of their local communities. Because much of the programming is community based, colleges are frequently requested by special groups to co-sponsor educational activities. Conversely, colleges often request local groups participate in the development and or delivery of programs in which the group or organization might have a special interest.

- Student enrollments for all Co-sponsored programs/courses and conferences/special events must be actual educational hours. The involvement of groups or organizations in the development and delivery of educational programs in which they might have a special interest or resources is encouraged.
- Co-sponsored programming, credit and contact (non-credit) hours that does not meet the established guidelines listed below and the Instructional Program/Course Criteria, pages 17 and 29, and are to be counted as community service and are not eligible for the general state financial aid (state general aid funding distribution formula).
- A letter of agreement outlining the college and co-sponsors responsibilities should be signed by all parties prior to the start of the program/course or conference/special event. A yearly agreement may be applicable under specific circumstances. A sample agreement is provided in this manual.

Guidelines for Co-sponsored Programs/Courses and Conferences/Special Events

- **College Requirements:**
 - Develop/Approve/Provide Curriculum
 - Register Students
 - Collect Fees/ Invoice
 - Maintain Records
 - Certificates Awarded
 - Evaluate Activity/Instructor

Adult Non-Vocational Categories, *continued***5. Co-sponsored Educational Programs/Courses-Conferences/Special Events, *continued***

- College and Co-Sponsor Responsibilities:
 - Identify Resources
 - Promote Activity
 - Provide Staff/Instructor
 - Arrange Facility/Equipment
 - Provide Books/Materials
 - Other – Specified on Letter of Agreement

Adult Non-Vocational Categories, *continued***5. Co-sponsored Educational Programs/Courses-Conferences/Special Events, *continued***

Sample - Letter of Agreement Co-Sponsorship Fiscal Year 2003

College Name

In Agreement With _____
 Representative _____ Phone _____
 Mailing Address _____
 Course/Program _____
 Conference/Special Event _____
 Date _____ Time _____ Location _____
 Credit Co-sponsored _____ Non-Credit Co-sponsored _____

The community college is responsible for the categories identified with an asterisk*. In some cases both can share the responsibility. A yearly agreement may be applicable under specific circumstances.

Category	Co-Sponsor		College (*Required)
Develop/Approve/Provide Curriculum*			
Identify Resources			
Promote the Activity			
Provide Staff/Instructor			
Arrange Facility/Equipment			
Provide Books/Materials			
Register Students*			
Collect Fees/Invoice*			
Maintain Records*			
Certificates Awarded*			
Evaluation Activity/Instructor*			
Other (please list)			

Signatures: _____
Co-Sponsor _____ *Date* _____

College Representative _____ *Date* _____

Adult Vocational Categories

Adult Vocational Categories:

1. Adult Vocational Supplementary
2. Apprenticeship
3. Short-Term and Part-Time Preparatory Programs (Non-Credit)

1. Adult Vocational Supplementary	CIP (See Below)	Non-Credit	Code Set 04 04 11 04
		Credit	Code Set 04 04 11 03

- Student enrollments are eligible for general state financial aid (state general aid funding distribution formula), when the Instructional Program/Course Criteria are met, page 17 and 29.
- Individual courses, which are each complete with in itself, designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.
- Any hours generated by instructors to individuals who reside in nursing homes are not eligible for the general state financial aid (state general aid funding distribution formula).

Adult Vocational Categories, *continued*

1. Adult Vocational Supplementary, <i>continued</i>	CIP (See Below)	Non-Credit Code Set	04 04 11 04
		Credit Code Set	04 04 11 03

- Use only the following Major CIP Numbers and Identification Code Set, with a total of 8 digits to specify the program, for Year-End Reporting for MIS and CE-4b (Do not use all zeros beyond the Major CIP Number Category):

Major CIP**Number****Category****Program Title**

01.	Agriculture Business and Production
02.	Agricultural Sciences
03.	Conservation and Renewable Natural Resources
08.	Sales and Marketing Operations/Marketing Distribution
09.	Communications Journalism and Related Fields
10.	Communications Technology
11.	Computer and Information Sciences
12.	Personal and Miscellaneous Services
14.	Engineering
15.	Engineering Technologies/Technicians
19.	Family and Consumer Sciences/Home Economics
20.	Vocational Family and Consumer Sciences/Vocational Home Economics
41.	Science Technologies/Technicians
43.	Protective Services
44.	Public Administration and Services
46.	Construction Trades
47.	Mechanics and Repairers
48.	Precision Production Trades
49.	Transportation and Materials Moving Workers
50.	Visual and Performing Arts
51.	Health Professionals and Related Sciences
52.	Business Management and Administrative Services

- Exception:**

Mine Safety and Health Administration (MSHA) CIP 49.029920 Code Set 04 04 11 04

Adult Vocational Categories, *continued***2. Apprenticeship CIP (Occupational Specific, See Below) Code Set 04 49 04 04**

- Student enrollments are eligible for general state financial aid (state general aid funding distribution formula), when the Instructional Program/Course Criteria are met, see pages 17 and 29.
- Student enrollment must be included in the Credit Student Enrollment Files or the Non-Credit Student Information File.
- Apprenticeship programs must be registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act.
- Use only the following CIP Numbers listed below for Fiscal Year 2003. For any apprenticeship not listed, notify the Iowa Department of Education before June 15, 2003 to be eligible for Year-End reporting.

Apprenticeship Programs-Approved for Fiscal Year 2003 Reporting

College	CIP	Apprenticeship Program Title
01	48.050702	Tool and Die Making
02	46.030201	Electrician
05	46.030201	Electrician
05	46.990500	Assoc. Building Contractors Apprentice
05	48.050301	Machine Tool Operation/Machine Shop
06	46.020101	Carpenter
06	46.030201	Electrician
06	46.040101	Building Maintenance
06	46.990100	Miscellaneous Construction Trades
07	46.030201	Electrician
07	47.030000	Industrial Equipment Maint. And Repair
07	59.020000	Multi-Occupations
09	46.990900	Asbestos Worker
09	46.990500	Associated Builders Contractors
09	46.020101	Carpenter
09	12.050302	Culinary Arts
09	46.030201	Electrician
09	46.040800	Painting and Decorating
09	46.050101	Plumber and Pipefitter
09	46.990700	Structural Steelworker
09	46.999900	Construction Trades
09	48.050302	Machine Tool Operation Technology
09	48.050600	Sheet Metal
10	46.990500	Associated Builders Contractors
10	46.020101	Carpenter
10	46.030200	Electrician, Lear
10	46.030201	Electrician
10	46.040101	Building Maintenance
10	46.050101	Plumber and Pipefitter
10	46.990510	Roofing
10	46.990700	Structural Steelworker

Adult Vocational Categories, continued**2. Apprenticeship, continued CIP (Occupational Specific, See Below) Code Set 04 49 04 04****Apprenticeship Programs-Approved for Fiscal Year 2003 Reporting, continued**

College	CIP	Apprenticeship Program Title
10	47.020101	Heating, Air Conditioning & Refrig. Tech
10	46.030212	Industrial Electrician Technology
10	48.050601	Sheet Metal
10	48.059900	Precision Metal Work, Other
10	48.990200	Plastic Mold Design
11	46.010101	Mason and Tile Setters
11	46.020101	Carpentry
11	46.030201	Electrician
11	46.040800	Painting and Decorating
11	46.050101	Plumber and Pipefitter
11	46.990100	Miscellaneous Construction Trades
11	46.990300	Glazing
11	46.990400	Insulation Installation
11	46.990500	Associated Builders Contractors
11	46.990510	Roofing
11	46.990700	Structural Steelworker
11	48.050600	Sheet Metal
11	48.050702	Tool & Die Making
11	48.059900	Precision Metal Work, Other
11	49.020202	Operator Engineer
12	46.020101	Carpentry
12	46.040101	Building Maintenance
12	46.990500	Associated Builders Contractors
12	46.990700	Structural Steelworker
12	48.050600	Sheet Metal
12	48.999900	Precision Production
13	46.050101	Plumber & Pipefitter
13	47.010100	Electrical, Electronics
13	47.030200	Millwright Apprenticeship
13	48.050301	Machine Tool Operation/Machine Shop
13	48.050702	Tool and Die Apprenticeship
15	46.990500	Associated Builders Contractors
15	46.030201	Electrician
15	52.029900	Business Admin & Mgmt., Other
16	46.020101	Carpentry
16	46.030201	Electrician
16	46.990500	Assoc. Building Contractors Apprenticeship
16	46.990700	Structural Steelworker
16	47.030400	Industrial Equipment Maintenance
16	48.050702	Tool & Die Making

Adult Vocational Categories, *continued***2. Apprenticeship, *continued* CIP (Occupational Specific, See Below) Code Set 04 49 04 04**• **Exception:****Funded by Economic Development**

260F Apprenticeship (Eligible)	Code Set 04 53 04 04
260F Apprenticeship (Not-Eligible)	Code Set 04 54 04 22
260G Apprenticeship(Credit)	Code Set 04 55 04 03
260G Apprenticeship (Non-Credit)	Code Set 04 55 04 04

3. Short-Term and Part-Time Preparatory Programs (Non-Credit)

CIP (Explained Below)	Code Set 03 03 11 04 short-term
CIP (Explained Below)	Code Set 03 07 11 04 part-time

- All occupationally specific short-term and part-time preparatory/vocational programs that do not award credit hours should be reported using an occupational specific CIP Number and the specific Identification Code Set, as listed in Appendix A2, page 109.
- Student enrollments are eligible for the general state financial aid (state general aid funding distribution formula), when the Instructional Program/Course Criteria are met, pages 17 and 29.
- Contact (non-credit) hour enrollments generated for these programs are eligible for the general state financial aid (state general aid funding distribution formula).
- Student enrollments for non-credit programs must be included in the Non-Credit Student Information File.

HUMAN RESOURCES REPORTING

HUMAN RESOURCES REPORTING

Fiscal Year 2003 Human Services Reporting Files are due on or before August 4, 2003

Contact person: Evelyn Anderson (515) 281-3866

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

Report all data requested for employees: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet/administrative team.

Chancellor	Vice President	Director
President	Executive officer	Dean

Instructional (520)

Personnel involved in direct instructional contact with students, including counselors, librarians and tutors, if the principal activity (50% or more their time) is instructional. Note: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Assistant professor	Assistant dean	Lecturer
Associate professor	Assistant director	Professor
Counselor	Associate dean	Department head
Instructor	Associate director	Executive officer

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff and business office personnel. **NOTE:** This category includes all professional staff not elsewhere classified.

Accountant	Dietitian	Radio operator
Administrative assistant	Drafters	Scientific assistant
Assistant dean/director	Engineering aide	Social worker
Associate dean/director	Junior engineer	Technical illustrator
Coaches	Licensed practical nurse	Technician
Computer programmers/operators	Mathematical aide	Vocational nurse
Controller	Photographer	Systems analyst
Coordinator	Psychologist	
Department head/chairperson	Purchasing agent	

Employee Position Codes, *continued*

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities or are specifically secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Bookkeeper	Office machine operator	Statistical clerk
Clerk-typist	Payroll clerk	Stenographer
Library clerk	Sales clerk	

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Bus Driver	Electrician	Refuse collector
Cafeteria/restaurant worker	Garage laborer	Repairer
Carpenter	Gardener	Security officer
Chauffeur	Groundskeeper	Stationary engineer
Compositor	Laundry/dry cleaning operative	Truck driver
Construction laborer	Machinist	Type-setter
Custodian	Mechanic	Upholster

Employee Assignment Codes

Listed below, in alphabetic order by area, are assignment codes for all instructional staff, selected administrators and other college personnel. Major area titles are listed and duplicated types of assignment codes are combined. Source: Bureau of Practitioner Preparation and Licensure Examiners, Iowa Department of Education (2001).

Administrative		
316	Administrator/Instructor	PS
317	Administrator/ Instructional Unit/Dept	PS
Administrators - Other		
315	Coach	PS
312	Counselor	PS
313	Curriculum Specialist	PS
310	Librarian/Learn Resource Specialist	PS
311	Media Specialist	PS
314	Staff Development Officer	PS
Arts & Sciences		
406	Accounting	PS
398	Advertising	PS
397	Agriculture	PS
446	Alcohol/Drug Abuse Specialty	PS
427	American Government	PS
428	American History	PS
408	American Literature	PS
443	Anthropology	PS
405	Art	PS
399	Astronomy	PS
404	Biological Science	PS
420	Biology	PS
441	Business Administration/Management	PS
407	Business Law	PS
394	Career Prep	PS
421	Chemistry	PS
445	Computer Science	PS
437	Dramatic Art	PS
434	Earth Science	PS
425	Economics	PS
431	Education	PS
410	English	PS
409	English Literature	PS
396	English-as-a-Second Language (ESL)	PS
413	French	PS
401	General Business Subjects	PS
422	General Science	PS
426	Geography	PS
414	German	PS
400	Health	PS
444	Health Care Administration	PS
448	International Business/Relations	PS
449	Japanese	PS
412	Journalism	PS

Arts & Sciences <i>continued</i>		
415	Latin	PS
439	Law Enforcement	PS
442	Legal Assistant	PS
417	Mathematics	PS
418	Music	PS
402	Philosophy	PS
419	Physical Ed	PS
433	Physical Science	PS
423	Physics	PS
424	Physiology	PS
395	Political Science	PS
432	Psychology	PS
436	Reading	PS
438	Recreation Specialist	PS
403	Religion	PS
435	Russian	PS
430	Sociology	PS
416	Spanish	PS
440	Special Education	PS
411	Speech	PS
447	Statistics	PS
429	World History	PS
Agriculture		
468	Agricultural Bio-Technology	OccPS
451	Agricultural Business Management	OccPS
452	Agricultural Economics	OccPS
453	Agricultural Mechanics	OccPS
454	Agricultural Production	OccPS
460	Agricultural Products/Processing	OccPS
450	Agricultural Science, Technology and Marketing	OccPS
461	Agricultural Supplies & Services	OccPS
462	Animal Grooming	OccPS
455	Animal Science	OccPS
456	Aquaculture	OccPS
457	Crop Science	OccPS
459	Game Management	OccPS
463	Horticulture	OccPS
465	International Agriculture	OccPS
466	Parks Management	OccPS
458	Plant Science	OccPS
467	Renewable Natural Resources	OccPS
464	Turf Management	OccPS
Business & Office		
500	Accounting /Computing	OccPS
502	Banking, Related Financial	OccPS
501	Bookkeeping	OccPS
504	Business Data Entry Equipment	OccPS
503	Business Data Processing	OccPS
511	Court Reporting	OccPS

Business & Office <i>continued</i>		
508	Executive Secretarial	OccPS
509	Legal Secretarial	OccPS
	Medical Secretarial	OccPS
505	Micro Computer Operation/Management	OccPS
514	Multi-Occupations Preparatory	OccPS
506	Office Supervisor/Management	OccPS
507	Person/Training Programs	OccPS
513	Shipping/Receiving/Stock Clerk	OccPS
512	Typing, General Office/Related Programs	OccPS
Family and Consumer Sciences		
551	Child Care and Guidance Mgmt	OccPS
550	Consumer/Homemaking Home Economics	OccPS
552	Clothing , Apparel/Textiles Management	OccPS
554	Dietetic Aide/Assisting	OccPS
553	Food Production/Management/Services	OccPS
555	Home Furnishing/Equipment Management	OccPS
556	Institutional, Home Management	OccPS
Health Occupations		
613	Alcohol/Drug Abuse Specialty	OccPS
632	Allied Health- Core Curriculum	OccPS
623	Animal Technology	OccPS
616	Central Supply Technology	
631	Community Health	OccPS
600	Dental Assisting	OccPS
601	Dental Hygiene	OccPS
602	Dental Laboratory Technology	OccPS
603	Electroencephalograph Technology	OccPS
605	Emergency Medical Technology - Paramedic	OccPS
604	Emergency Medical Technology - 1	OccPS
	Exercise Physiology	OccPS
634	Health Care Administration	OccPS
617	Medical Assisting	OccPS
611	Medical Lab Technology	OccPS
619	Medical Records Technology	OccPS
618	Medical Records Transcription	OccPS
612	Medical Technology	OccPS
614	Mental Health/Human Services Technology	OccPS
625	Nursing Assisting	OccPS
633	Nursing, Associate Degree	OccPS
629	Occupational Therapy Assisting	OccPS
	Ophthalmic Medical Assisting	OccPS
620	Pharmacy Assisting	OccPS
630	Physical Therapy Assisting	OccPS
621	Physician Assisting-Specialty	OccPS
606	Radiograph Medical Technology	OccPS
607	Respiratory Therapy	OccPS
608	Surgical Technology	OccPS

Health Occupations <i>continued</i>		
615	Training Interpreter (Deaf)	OccPS
609	Ultrasound Technology	OccPS
622	Veterinarian Assisting	OccPS
624	Ward Clerk	OccPS
Marketing Education		
708	Auctioneering	OccPS
717	Equipment Rental	OccPS
706	Farm and Garden Supplies Marketing	OccPS
705	Financial Services Marketing	OccPS
707	Food Marketing	OccPS
713	Freight Transportation Marketing	OccPS
703	General Merchandise	OccPS
700	Hotel/Motel Management	OccPS
709	Industrial Marketing	OccPS
712	Insurance Marketing, General	OccPS
710	International Marketing	OccPS
718	Marketing/Distribution	OccPS
715	Parts Clerk	OccPS
716	Petroleum Marketing	OccPS
702	Real Estate Sales	OccPS
704	Small Business Management	OccPS
714	Tourism	OccPS
711	Wholesaling	OccPS
Trade and Industry		
796	Aeronautical Technology	OccPS
797	Agricultural Equipment Technology	OccPS
890	Air Traffic Control	OccPS
886	Air Transportation	OccPS
857	Aircraft Mechanics	OccPS
887	Airplane Piloting /Navigation	OccPS
762	Architectural Design and Construction	OccPS
865	Architectural Drafting Technology	OccPS
759	Architectural Engineering	OccPS
754	Audio Recording Technology/Music	OccPS
859	Auto Mechanics	OccPS
858	Automotive Body Repair	OccPS
863	Automotive Component Assembler	OccPS
888	Aviation Computer Technology	OccPS
889	Aviation Management	OccPS
849	Band Instrument Repair Technology	OccPS
757	Barbering	OccPS
822	Basic Housekeeping/Health Care Facilities	OccPS
760	Bioengineering/Biomedical Engineering	OccPS
775	Biomedical Equipment Technology	OccPS
791	Biotechnology	OccPS
873	Blue Print Reading	OccPS
816	Brick/Stone Masonry/Tile	OccPS
821	Building Maintenance	OccPS
819	Cable Installer - Television	OccPS

Trade and Industry <i>continued</i>		
899	Career Option	OccPS
817	Carpentry	OccPS
781	Chemical Manufacturing Technology	OccPS
807	Chemical Technology	OccPS
763	Civil Technology	OccPS
764	Civil Technology-Structural	OccPS
866	Civil/Structural Drafting	OccPS
843	Climate Control Technology	OccPS
803	Coal Mining Technology	OccPS
870	Commercial Art	OccPS
871	Commercial Photography	OccPS
901	Communication Skills-Related	OccPS
752	Communication Technology	OccPS
872	Composition/Make-up/Typesetting	OccPS
793	Computer Aided Design/Drafting	OccPS
792	Computer Aided-Numerical Control	OccPS
794	Computer Integrated Manufacturing	OccPS
768	Computer Technology	OccPS
823	Concrete Placing/Finishing	OccPS
824	Construction Inspection	OccPS
833	Construction Technology	OccPS
855	Conventional Electric Power Generation	OccPS
758	Cosmetology	OccPS
810	Criminal Justice Technology	OccPS
861	Diesel Engine Mechanic Technology	OccPS
800	Drafting and Design Technology - Mechanical	OccPS
765	Drafting/Design Technology	OccPS
755	Drycleaning/Laundry Services	OccPS
825	Drywall Installation	OccPS
753	Educational Media Technology	OccPS
769	Electrical Technology	OccPS
867	Electrical/Electronics Drafting	OccPS
838	Electronic Components Assembler	OccPS
770	Electronic Technology	OccPS
771	Electronic Technology-Communication	OccPS
772	Electronic Technology-Diagnostic	OccPS
773	Electronic Technology-Telecommunications	OccPS
836	Electronics Occupations	OccPS
778	Environmental Control Technology	OccPS
779	Environmental Health Technician	OccPS
814	Fire Control/Safety Tech	OccPS
891	Flight Attendants	OccPS
826	Floor Covering Installation	OccPS
845	Fluid Power Mechanics	OccPS
782	Food Processing Technology	OccPS
876	Foundry Work	OccPS
885	Furniture Making	OccPS
827	Glazing	OccPS
869	Graphic Communications	OccPS

Trade and Industry <i>continued</i>		
847	Gunsmithing	OccPS
846	Heavy Equipment Maintenance/Repair	OccPS
774	High Technology Electronics	OccPS
881	Industrial Ceramics Manufacturing	OccPS
820	Industrial Electrician Technology	OccPS
839	Industrial Electronics, General	OccPS
844	Industrial Machinery Maintenance/Repair	OccPS
783	Industrial Technology	OccPS
777	Instrumentation Technology	OccPS
828	Insulation Installation	OccPS
882	Jewelry Design/Fabrication/Repair	OccPS
750	Journalism (Mass Communications)	OccPS
811	Law Enforcement	OccPS
818	Lineworker	OccPS
848	Locksmithing/Safe Repair	OccPS
877	Machine Tool Operator/Machinist	OccPS
840	Major Appliance Repair	OccPS
784	Manufacturing Technology	OccPS
895	Marina Operations	OccPS
896	Marine Maintenance	OccPS
785	Marine Products Technology	OccPS
832	Mechanical Construction Trades - Technical	OccPS
801	Mechanical Design Technology	OccPS
868	Mechanical Drafting	OccPS
835	Mechanics/Repairers	OccPS
878	Metal Fabrication	OccPS
776	Microprocessor System Technology	OccPS
893	Mining Equipment Operation	OccPS
804	Mining Technology (Not Coal)	OccPS
756	Mortuary Science	OccPS
841	Motor Repair	OccPS
806	Nuclear Material Technology	OccPS
788	Occupational Safety/Health Technology	OccPS
850	Operation/Maintenance/Repair of Audio Visual Equipment	OccPS
883	Optical Goods Work	OccPS
786	Optical Technology	OccPS
829	Painting/Decorating	OccPS
805	Petroleum Technology	OccPS
830	Plastering	OccPS
787	Plastic Technology	OccPS
884	Plastics	OccPS
834	Plumbing	OccPS
798	Power Mechanics Technology	OccPS
875	Precision Food Production	OccPS
809	Protective Services	OccPS
815	Protective Services	OccPS
751	Public Relations	OccPS
795	Quality Control Technology	OccPS
752	Radio/Television News Broadcast	OccPS

Trade and Industry <i>continued</i>		
902	Related Subjects	OccPS
831	Roofing	OccPS
780	Sanitation Technology	OccPS
813	Security Services	OccPS
802	Service Manager Technology	OccPS
851	Shoe/Boot Repair	OccPS
842	Small Appliance Repair	OccPS
862	Small Engine Repair	OccPS
852	Sporting Goods Equipment Repair	OccPS
854	Swimming Pool Maintenance	OccPS
897	T & I Coordinator	OccPS
837	Telecommunications	OccPS
789	Textile Technology	OccPS
879	Tool and Die Making	OccPS
894	Truck and Bus Driving	OccPS
864	Vehicle Mechanics Specialist	OccPS
892	Vehicle/Equipment Operation	OccPS
856	Vehicle/Mobile Equipment Mechanical/Repair	OccPS
853	Watch Repair	OccPS
790	Welding Technology	OccPS
880	Welding/Brazing/Soldering	OccPS

MANAGEMENT INFORMATION SYSTEMS (MIS) REPORTING

MANAGEMENT INFORMATION SYSTEMS (MIS) REPORTING

Alphabetical listing of the forms included in the Management Information Systems (MIS) Reporting

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Colleges are to perform edit checks on all data before submitting to the Department. Invalid data will require the Department to return the files/records to be corrected by the college before “clean” data is accepted for the Year-End Report. Certification of signature is required for all reports.

Data Submission Deadlines

Fiscal Year 2003 Contact person: Karen F. Poole, (515) 281-3671
 Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us
 Reporting Period: July 1, 2002 through June 30, 2003

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file. CE-4b and MIS files should be saved simultaneously and must match.

FILES/REPORTS	DUE DATES
Transmittal Form – Data Records Files (Fall Term/Credit Student Files)	On or before October 1, 2002
Fall Term/Credit Student Information File (14 th Day) (Reporting Period August-September 2002)	On or before October 1, 2002
Fall Term/Credit Student Course File (14 th Day) (Reporting Period August-September 2002)	On or before October 1, 2002
Transmittal Form – Data Confirmation (Fall Term 2002/Fiscal Year 2003 Report)	On or before October 1, 2002
Financial Reporting Files	On or before August 4, 2003
Transmittal Form – Data Records (Fiscal Year-End 2003 Files)	On or before August 4, 2003
Credit Student Information Files	On or before August 4, 2003
Credit Student Course Files	On or before August 4, 2003
Non-Credit Student Information Files	On or before August 4, 2003
Economic Development Information Files (260E-260F-260G)	On or before August 4, 2003
Economic Development – Component 2 Project/Program Reporting Information Electronic File (260E/F Projects and 260G Programs)	On or before August 4, 2003
Electronic Course Catalog	On or before August 4, 2003
Human Resources Employee File	On or before August 4, 2003
Human Resources Position Files	On or before August 4, 2003
Economic Development – Component 3 Iowa Department of Economic Development (IDED) Year-End Files	On or before August 15, 2003
Transmittal Form - Data Record Files (Credit Student Awards Files)	On or before September 10, 2003
Credit Student Awards File	On or before September 10, 2003
Transmittal Form – Data Confirmation (Fiscal Year 2003 Year End Report)	On or before September 10, 2003

Transmittal Form – Data Records

Fall Term/Credit Enrollment Files (Due on or before October 1, 2002)**Fall Term/Credit Student Information File**

Total number of Fall Term/Credit Student Information records transmitted	
Point-in-time date	

Fall Term/Student Credit Course File

Total number of Fall Term/Credit Course records transmitted	
Total Fall Term/Credit Student Course credit hours transmitted	
Point-in-time date	

Credit Student Enrollment Files (Due on or before August 4, 2003)**Credit Student Information File**

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Course Catalog Files (Due on or before August 4, 2003)

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

Non-Credit Student Information Files (Due on or before August 4, 2003)**Non-Credit Student Information File**

Total number of Non-Credit Student Information records transmitted	
Total Non-Credit contact hours transmitted	
Point-in-time date	

Human Resources Information Files (Due on or before August 4, 2003)**Human Resource Employee File**

Total number of Human Resources Employee records transmitted	
Arts and Sciences credit hours	
Career & Technical credit hours	
Point-in-time date	

Human Resource Position File

Total number of Human Resources Position records transmitted	
Total salary amount transmitted	
Point-in-time date	

Economic Development Information Files (Due on or before August 4, 2003)**Economic Development Information File - 260E**

Total number of 260E records transmitted	
Point-in-time date	

Economic Development Information File - 260F

Total number of 260F records transmitted	
Point-in-time date	

Economic Development Information File - 260G

Total number of 260G records transmitted	
Point-in-time date	

Credit Student Enrollment/Awards Files (Due on or before September 10, 2003)**Credit Student Awards File**

Total number of Credit Student Awards records transmitted	
Point-in-time date	

Credit Student Information File

Fiscal Year 2003 Credit Student Information File is due on or before August 4, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1968 would be 19680914) Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female
F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural Identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black A person having origins in any of the black racial groups of Africa. 4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Previously Attended Another Postsecondary Institution	23-23	1	1 = Yes 2 = No

Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
H	Highest Degree Earned at Another Postsecondary Institution	24-24	1	1 = 2-year degree 4 = None 2 = 4-year degree 3 = Graduate degree
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1964 would be 196405)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42-42	1	1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school
M	Year of High School Award	43-46	4	CCYY (Will be blank if 3, 4, 0 or blank is used for high school award type)
N	Special Populations Limited English Proficient	47-47	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
O	Disadvantaged	48-48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Disabled	49-49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing deaf/blind, deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50-50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.

Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
R	Displaced Homemaker	51-51	1	1 = Yes 0 = No A person who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52-52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender
T	Served with Support Services	53-53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal	54-54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55-55	1	1 = Yes 0 = No A student enrolled in grades 9-12.
W	Tech Prep Student (Postsecondary)	56-56	1	1 = Yes 0 = No A student enrolled in the Postsecondary portion of a Tech Prep Program who has completed all of the courses required at the secondary level (both academic and technical courses) per the written agreement between the cooperating educational entities offering the program. *See Tech Prep Program definition Department of Education

Credit Student Course File

Fiscal Year 2003 Credit Student Course File is due on or before August 4, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
Program Identifier (Student major at registration)				Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed the most vocational courses, the student will be assigned to an Arts and Sciences major.
D	CIP Number	13-20	8	First 8 digits including leading zeros
E	Site Number	21-22	2	Site number
F	Instructional Level	23-23	1	1 = Elementary 2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
G	Type of Program	24-25	2	02 = Full-time preparatory 03 = Short-term preparatory 04 = Vocational supplementary 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 22 = JA-secondary preparatory 23 = Alternative high school 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 34 = Shared vocational supplementary 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 40 = ABE/GED-scheduled courses

Credit Student Course File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
G continued	Type Program-continued			41 = ABE/GED-individualized learning 42 = High school diploma 43 = Adult continuing & general, Eligible 44 = Adult continuing & general, Not-Eligible 45 = Adult related service or activity 46 = Iowa Course for Drinking Drivers 47 = Iowa Course for Driver Improvement 48 = Recertification/licensure 49 = Apprenticeship 51 = Career awareness and exploration –comb. levels 52 = Community Rehabilitation Programs 53 = 260E Iowa Industrial New Jobs 54 = 260F Iowa Job Training 55 = 260G Accelerated Career Education 56 = ESL-scheduled courses 57 = ESL-individualized learning
H	Special Emphasis	26-27	2	03 = Work-Site learning (Paid) 04 = Apprentice 09 = Special populations 11 = No special emphasis 12 = Young farmer 22 = Work-Site learning (Clinical) 23 = Work-Site learning (Non-Paid) 24 = Adult farmer 29 = Articulated 30 = Corrections 31 = Developmental education 32 = Tech Prep 33 = Sex Equity 35 = Reciprocal agreement 36 = Co-sponsored
I	Object Purpose	28-29	2	01 = Corrections – Federal (Not-Eligible) 02 = Secondary – Career/Tech 03 = Credit 04 = Non-Credit 22 = Not-Eligible 42 = Corrections – State (Not-Eligible) 85 = Tech Prep Grant 91 = Perkins Grant
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2002 would be 20020801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December , 2002 would be 20021201)

Credit Student Course File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2002 would be 20020801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2002 would be 20021201)
O	Registration Type	87-87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99-99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
S	Developmental Course	100-100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101-101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code	102-111	10	First position- 'E', 'F' or 'G' Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)

Non-Credit Student Information File

Fiscal Year 2003 Non-Credit Student Information Files due on or before August 4, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1968 would be 19680914) Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female
F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. 3 = Black A person having origins in any of the black racial groups of Africa. 4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Residency	23-23	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student

Non-Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
H	CIP Number	24-31	8	First 8 digits including leading zeroes
I	Site Number	32-33	2	Site number
J	Instructional Level	34-34	1	1 = Elementary 2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
K	Type of Program	35-36	2	02 = Full-time preparatory 03 = Short-term preparatory 04 = Vocational supplementary 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 22 = JA-secondary preparatory 23 = Alternative high school 29 = JA-secondary general education 32 = Shared full-time preparatory 33 = Shared short-term preparatory 34 = Shared vocational supplementary 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part- time preparatory 38 = Shared liberal/general studies 40 = ABE/GED-scheduled courses 41 = ABE/GED-individualized learning 42 = High school diploma 43 = Adult continuing & general, Eligible 44 = Adult continuing & general, Not-Eligible 45 = Adult related service or activity 46 = Iowa Course for Drinking Drivers 47 = Iowa Course for Driver Improvement 48 = Recertification/licensure 49 = Apprenticeship 51 = Career awareness and exploration –comb. levels 52 = Community Rehabilitation Programs 53 = 260E Iowa Industrial New Jobs 54 = 260F Iowa Job Training 55 = 260G ACE 56 = ESL-scheduled courses 57 = ESL-individualized learning

Non-Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
L	Special Emphasis	37-38	2	03 = Work-Site Learning (Paid) 04 = Apprentice 09 = Special populations 11 = No special emphasis 12 = Young farmer 22 = Work-Site learning (Clinical) 23 = Work-Site learning (Non-Paid) 24 = Adult farmer 29 = Articulated 30 = Corrections 31 = Developmental education 32 = Tech Prep 33 = Sex Equity 35 = Reciprocal agreement 36 = Co-sponsored
M	Object/Purpose	39-40	2	01 = Corrections – Federal (Not-Eligible) 02 = Secondary – Career/Tech 03 = Credit 04 = Non-Credit 22 = Not-Eligible 42 = Corrections – State (Not-Eligible) 85 = Tech Prep Grant 91 = Perkins Grant
N	Course Number	41-65	25	Combination of alpha/numeric characters assigned by a college to a course.
O	Development Course	66-67	2	1 = Yes 0 = No
P	Course Contact Hours	68-73	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Q	Course Start Date	74-81	8	Date course started in format CCYYMMDD (Example: August 1, 2002 would be 20020801)
R	Course End Date	82-89	8	Date course ended in format CCYYMMDD (Example: December 15, 2002 would be 20021215)

Non-Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
S	Award Received This Year	90-91	2	0 = No award received 1 = High School Diploma 2 = GED 3-20 = Certificate (To be updated 2004)
T	Award Received This Year	92-93	2	0 or Blank, no second award received
U	Award Received This Year	94-95	2	0 or Blank, no third award received
V	Award Received This Year	96-97	2	0 or Blank, no fourth award received
W	Economic Development 260E/260F Project Code 260G Program Code	98-107	10	First position - 'E', 'F' or 'G' Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)
X	High School Student	108-108	1	1 = Yes 0 = No A student enrolled in grades 9-12.

Economic Development (260E) Information File

Fiscal Year 2003 260E Information File due on or before August 4, 2003
 Contact person: Karen F. Poole (515) 281-3671
 Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Project Code (260E)	12-21	10	First position- 'E' to identify a 260E project Remaining positions-alpha/numeric characters determined by the college
D	Company Name	22-61	40	Company name assigned to project code

Economic Development (260F) Information File

Fiscal Year 2003 260F Information File due on or before August 4, 2003
 Contact person: Karen F. Poole (515) 281-3671
 Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social Security number, including leading zeros
C	Project Code (260F)	12-21	10	First position-'F' to identify a 260F project Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to project code

Economic Development (260G) Information File

Fiscal Year 2003 260G Information File due on or before August 4, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Program Code (260G)	12-21	10	First position-'G' to identify a 260G program Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to program code

Electronic Course Catalog File

Fiscal Year 2003 Electronic Course Catalog File due on or before August 4, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

Send for Credit and Non-Credit Courses.

Human Resources Employee File

Fiscal Year 2003 Human Resources Employee File is due on or before August 4, 2003

Contact: Karen F. Poole (515) 281-3671

Send ASCII fixed length file via e-mail to: geoffrey.jones@ed.state.ia.us

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550). **NOTE:** Instructional (520) do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Last Name	12-36	25	Employee Last Name
D	First Name	37-51	15	Employee First Name
E	Middle Initial	52-52	1	Employee Middle Initial
F	Birth Date	53-60	8	Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501)
G	Race/Ethnicity	61-61	1	1 = American Indian or Alaska Native 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White 6 = Choose not to reply
H	Gender	62-62	1	1 = Male 2 = Female
Complete for Administrative Positions (510) and All Instructional Positions (520) .				
I	Highest Educational Achievement/Award	63-63	1	1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED
Experience (rounded to nearest whole number). Complete only for Administrative Positions (510) and All Instructional Positions (520) .				
J	Previous Teaching Experience	64-65	2	Total years teaching experience; any level, prior to employment at this college
K	Current Position Experience	66-67	2	Total years in most recent teaching/administration position. Round to whole number
L	Current College	68-69	2	Total years at the current college
M	Assignment Codes	70-99	30	3 position assignment code; repeat for up to 10 instructor and selective administrative assignments
Instructional FTE Information. Complete for Administrative Positions (510) and All Instructional Positions (520).				
N	Arts & Sciences Credit Hours	100-104	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
O	Career & Technical Credit Hours	105-109	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
P	Site Number	110-111	2	Enter the last two digits of the site number where the staff member is employed. If the employee works at more than one location, enter the site number where the majority of employment takes place.

Human Resources Position File

Fiscal Year 2003 Human Resources Position File is due on or before August 4, 2003

Contact: Karen F. Poole (515) 281-3671

Send ASCII fixed length file via e-mail to: geoffrey.jones@ed.state.ia.us

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550). **NOTE:** Data elements with asterisk (*) are required for all Instructional (520) positions. **NOTE:** Instructional (520) do **not** include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Position Code	12-14	3	Indicate Position Code 510=Administrative 520=Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff
D	Employment Type	15-15	1	1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor
E	Position Total Compensation	16-21	6	Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar.
F	*Base Position Salary	22-27	6	Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months.
G	*Days in 2 Semester Teaching/Instructional Contract	28-30	3	Total number of days in a 9 month teaching/instructional contract. (Example: 173 service days/ 160 instructional days)
H	Fiscal Agent Position	31-31	1	1 = Yes 0 = No If this position is for the purpose of supporting another entity, agency, etc. for whom the college is acting as a fiscal agent.

Credit Student Awards File

Fiscal Year 2003 Credit Student Awards File due on or before September 10, 2003

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13-13	1	1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other Z = Non-graduate program completer
E	Award Date	14-21	8	CCYYMMDD-(Example: May 1, 2003 would be 20030501)

Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.

F	CIP Number	22-29	8	First 8 digits including leading zeros
G	Site Number	30-31	2	Site number
H	Instructional Level	32-32	1	1 = Elementary 2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)

Credit Student Awards File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
I	Type of Program	33-34	2	02 = Full-time preparatory 03 = Short-term preparatory 04 = Vocational supplementary 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 22 = JA-secondary preparatory 23 = Alternative high school 29 = JA-secondary general education 32 = Shared full-time preparatory 33 = Shared short-term preparatory 34 = Shared vocational supplementary 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 40 = ABE/GED-scheduled courses 41 = ABE/GED-individualized learning 42 = High school diploma 43 = Adult continuing & general, Eligible 44 = Adult continuing & general, Not-Eligible 45 = Adult related service or activity 46 = Iowa Course for Drinking Drivers 47 = Iowa Course for Driver Improvement 48 = Recertification/licensure 49 = Apprenticeship 51 = Career awareness and exploration –comb. levels 52 = Community Rehabilitation Programs 53 = 260E Iowa Industrial New Jobs 54 = 260F Iowa Job Training 55 = 260G ACE 56 = ESL-scheduled courses 57 = ESL-individualized learning
J	Special Emphasis	35-36	2	03 = Work-Site learning (Paid) 04 = Apprentice 09 = Special populations 11 = No special emphasis 12 = Young farmer 22 = Clinical-Site learning (Clinical) 23 = Work-Site learning (Non-Paid) 24 = Adult farmer 29 = Articulated 30 = Corrections 31 = Developmental education 32 = Tech Prep 33 = Sex Equity 35 = Reciprocal agreement 36 = Co-sponsored

Credit Student Awards File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
K	Object/Purpose	37-38	2	01 = Corrections – Federal (Not-Eligible) 02 = Secondary – Career/Tech 03 = Credit 04 = Non-Credit 22 = Not-Eligible 42 = Corrections – State (Not-Eligible) 85 = Tech Prep Grant 91 = Perkins Grant

Fall Term/Credit Student Information File

2003 Fall Term/Credit Student Information File is due on or before October 1, 2002

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1968 would be 19680914) Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female
F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black A person having origins in any of the black racial groups of Africa. 4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Previously Attended Another Postsecondary Institution	23-23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24-24	1	1 = 2-year degree 4 = None 2 = 4-year degree 3 = Graduate degree
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1998 would be 196405)

Fall Term/Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42-42	1	1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school
M	Year of High School Award	43-46	4	CCYY (will be blank if 3, 4, 0 or blank is used for high school award type)
N	Special Populations Limited English Proficient	47-47	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
O	Disadvantaged	48-48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Disabled	49-49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50-50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
R	Displaced Homemaker	51-51	1	1 = Yes 0 = No A person who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52-52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.

Fall Term/Credit Student Information File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
T	Served With Support Services	53-53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal	54-54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55-55	1	1 = Yes 0 = No A student enrolled in grades 9-12.
W	Tech Prep Student (Postsecondary)	56-56	1	1 = Yes 0 = No A student enrolled in the Postsecondary portion of a Tech Prep Program who has completed all of the courses required at the secondary level (both academic and technical courses) per the written agreement between the cooperating educational entities offering the program. *See Tech Prep Program definition Department of Education

Fall Term/Credit Student Course File

2003 Fall Term/Credit Student Course File is due on or before October 1, 2002

Contact person: Karen F. Poole (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
Program Identifier (Student major at registration)				Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major.
D	CIP Number	13-20	8	First 8 digits including leading zeros
E	Site Number	21-22	2	Site number
F	Instructional Level	23-23	1	1 = Elementary 2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
G	Type of Program	24-25	2	02 = Full-time preparatory 03 = Short-term preparatory 04 = Vocational supplementary 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 22 = JA-secondary preparatory 23 = Alternative high school 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 34 = Shared vocational supplementary 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 40 = ABE/GED-scheduled courses

Fall Term/Credit Student Course File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
G continued	Type Program-continued			41 = ABE/GED-individualized learning 42 = High school diploma 43 = Adult continuing & general, Eligible 44 = Adult continuing & general, Not-Eligible 45 = Adult related service or activity 46 = Iowa Course for Drinking Drivers 47 = Iowa Course for Driver Improvement 48 = Recertification/licensure 49 = Apprenticeship 51 = Career awareness and exploration-comb. Levels 52 = Community Rehabilitation Programs 53 = 260E Iowa Industrial New Jobs 54 = 260F Iowa Job Training 55 = 260G ACE 56 = ESL-scheduled courses 57 = ESL-individualized learning
H	Special Emphasis	26-27	2	03 = Work-Site learning (Paid) 04 = Apprentice 09 = Special populations 11 = No special emphasis 12 = Young farmer 22 = Work-Site learning (Clinical) 23 = Work-Site learning (Non-Paid) 24 = Adult farmer 29 = Articulated 30 = Corrections 31 = Developmental education 32 = Tech Prep 33 = Sex Equity 35 = Reciprocal agreement 36 = Co-sponsored

Fall Term/Credit Student Course File, *continued*

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
I	Object Purpose	28-29	2	01 = Corrections – Federal (Not-Eligible) 02 = Secondary – Career/Tech 03 = Credit 04 = Non-Credit 22 = Not-Eligible 42 = Corrections – State (Not-Eligible) 85 = Tech Prep Grant 91 = Perkins Grant
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2001 would be 20010801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December , 2001 would be 20011201)
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2001 would be 20010801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2001 would be 20011201)
O	Registration Type	87-87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99-99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20)
S	Developmental Course	100-100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101-101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code	102-111	10	First position-‘E’, ‘F’ or ‘G’ Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)

Transmittal Form – Data Confirmation

COMMUNITY COLLEGE NAME

TRANSMITTAL FORM REPORT DUE DATES	
Fall Term/Fiscal Year 2002- 2003 Reports - October 1, 2002	
Fiscal Year 2003 Year-End Reports - September 10, 2003	

TOTAL CREDIT ENROLLMENT	DATA
Fiscal Year 2003 Credit Students (Fiscal Year-End Only)	
Full-Time (24 credit hours or more)	
Part-Time (less than 24 credit hours)	
Total Credit Students	
Total Credit Hours	
Fall Term/Fiscal Year 2003 Credit Students	
Full-Time (12 credit hours or more)	
Part-Time (less than 12 credit hours)	
Total Fall Term/Credit Students	
Total Fall Term/Credit Hours	
Credit Student - Age (as of 6/30/2003)	
17 & Under	
18-22	
23-26	
27-30	
31-39	
40-55	
Over 55	
Total	
Credit Student - Gender	
Male	
Female	
Total	
Credit Student - Race/Ethnicity	
American Indian	
Asian	
Black	
Hispanic	
White	
Choose not to reply	
Total	

Transformation Form-Data Confirmation, continued

TOTAL CREDIT ENROLLMENT-continued	DATA
Credit Student - Residency	
Iowa resident	
Non-Iowa resident	
Foreign/International student	
Total	
Credit Student Curriculum Area (CIP) - Total Credit Hours	
Agriculture (01, 02, 03)	
Marketing (08)	
Family & Consumer Sciences (12, 20)	
Industrial Technology (10, 15, 43, 45, 46, 47, 48, 49, 50)	
Health (41, 51)	
Business (09, 11, 22, 25, 44, 52)	
Multi-Occupation (59)	
College Parallel (24.01)	
Total	
Credit Student Awards (Fiscal Year-End Only)	
AA	
AS	
AGS	
AAA	
AAS	
Diploma	
Certificate	
Other	
Non-graduate program completer	
Total	
Credit Student Awards-Occupational Cluster (CIP) (Fiscal Year-End Only)	
Agriculture (01, 02, 03)	
Marketing (08)	
Family & Consumer Sciences (12, 20)	
Industrial Technology (10, 15, 43, 45, 46, 47, 48, 49, 50)	
Health (41, 51)	
Business (09,11, 22, 25, 44, 52)	
Multi-Occupation (59)	
College Parallel (24.01)	
Total	

Transformation Form-Data Confirmation, continued

CREDIT STUDENT DIFFERENCES NOTED IN CREDIT REPORTING (Fiscal Year-End Only)	DATA
Total Credit Student Course Files/Unduplicated Count	
Total Credit Student Information Files	
Difference (Zero)	

HUMAN RESOURCES DATA (Fiscal Year-End Only)	DATA
Staff - Gender	
Male	
Female	
Total	
Staff - Age (as of 6/30/2003)	
17 & Under	
18-22	
23-26	
27-30	
31-39	
40-55	
Over 55	
Total	
Staff - Race/Ethnicity	
American Indian	
Asian	
Black	
Hispanic	
White	
Choose not to reply	
Total	
Staff - Highest Educational Achievement/Award	
Doctorate	
Education Special	
Masters	
Bachelors	
Associate	
Diploma	
Certificate	
High School	
Non-graduate	
Total	

Transformation Form-Data Confirmation, continued

HUMAN RESOURCES DATA-POSITION CODES (FISCAL YEAR-END ONLY)	Total Data		Part Time
Administrative-510			
Instructional-520			
Professional-530			
Secretary & Clerical-540			
Service-550			
Total			
Human Resources - Position Codes, <i>continued</i>	Temporary	Adjunct	
Administrative-510			
Instructional-520			
Professional-530			
Secretary & Clerical-540			
Service-550			
Total			
TOTAL NON-CREDIT ENROLLMENT (Fiscal Year-End Only)	DATA		
Fiscal Year 2003 Total Non-Credit Students (Unduplicated)			
Total Non-Credit Contact Hours			
Non-Credit Student Enrollment - Gender			
Male			
Female			
Total			
Non-Credit Student Enrollment - Race/Ethnicity			
American Indian			
Asian			
Black			
Hispanic			
White			
Choose not to reply			
Total			
Non-Credit Student - Residency			
Iowa			
Non-Iowa			
Foreign			
Total			
Non-Credit Student Curriculum Area (CIP) - Total Contact Hours			
Vocational/Technical Supplementary (01, 02, 08, 09, 10, 12, 14, 15, 19, 20, 41, 43, 46, 47, 48, 49, 50.04, 51, 52)			
ABE/High School (32, 53.010100, 53.020100)			
Secondary & Jointly Administered (59, 66)			
Continuing Education & General Educational (03, 13, 22, 24, 33.01, 37.010200, 37.010300, 44, 53.040100, 61, 64)			

Transformation Form-Data Confirmation, continued

Non-Credit Student Curriculum Area (CIP), continued	
Continuing Education/Avocational/Recreational (31, 36, 53.050100)	
Other (53.030100, 53.030200, 60.219900, 61.1000000, 62.100000, 62.200000, 63.010000, 66, 67.010000, 68.030500, 68.010200, 68.080000)	
Total	

ECONOMIC DEVELOPMENT REPORT – 260E (Fiscal Year-End Only)	TYPE PROGRAM	HOURS
Classification of Instructional Program (CIP)	53	
List all CIP Number codes and hours related to 260E Projects		
Total Credit/Contact (non-credit) Hours of 260E Projects		

ECONOMIC DEVELOPMENT REPORT - 260F (Fiscal Year-End Only)	TYPE PROGRAM	HOURS
Classification of Instruction Program (CIP)	54	
List all CIP Number codes and hours related to 260F Projects		
Total Credit/Contact (non-credit) Hours of 260F Projects		

ECONOMIC DEVELOPMENT REPORT – 260G (Fiscal Year-End Only)	TYPE PROGRAM	HOURS
Classification of Instructional Program (CIP)	55	
List all CIP Number codes and hours related to 260G Programs		
Total Credit/Contact (non-credit) Hours of 260G Programs		

FINANCIAL REPORTING

FINANCIAL REPORTING

General Instructions

1. The 2003 Year-End Reporting Manual, Introduction Section, requires that reports submitted by the community colleges to designated Department of Education Management Information System (MIS) contacts will require a certification of signature. The community colleges will identify the individual responsible for certification of signature and notify the Department. This certification process will apply to other reports as designated.
2. For definitions, refer to the MIS Data Dictionary and Year-End Accounting Manual.
3. Use accrual accounting when computing revenue and expenses.
4. MIS Financial Reports are to be submitted electronically to the Department of Education using the file formats outlined in the 2003 Year-End Reporting Manual.

Fiscal Year 2003 Financial Reporting Files due on or before August 4, 2003

Contact person: Michelle Tosel (515) 281-3550

Send fixed length files via e-mail to: michelle.tosel@ed.state.ia.us

MIS Financial Report	Page Number
1. CE-4b, Pro Rate Sheet	96-97
2. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7).....	98
3. Unrestricted General Fund, AS-15E (Fund 1).....	99
4. Restricted General Fund, AS-15E (Fund 2).....	99
5. Plant Fund, AS-15F (Fund 7).....	99
6. Building Information	100
7. Building and Facilities	101
a. Building Form #1 Total Buildings and Land	
b. Building Form #2 Site Acquisitions and Disposals Through Fiscal Year 2003	
c. Building Form #3 Source of Funds to Acquire Buildings	
d. Building Form #4 Buildings-Leased	
8. Administrative Allowance from Code of Iowa, Chapter 260E	102
9. Vocational-Technical Technology Fiscal Report.....	103
10. Iowa Course for Drinking Drivers (DUI) Enrollment Report.....	

FINANCIAL REPORTING FORMS AVAILABLE THROUGH THE SHORTCUT:

<http://www.state.ia.us/educate/ccwp/cc/financial.html>

CE-4b, Pro Rate Sheet

The CE-4b report is a distribution of data from the annual AS-15E reports for the Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) for the present Fiscal Year of operation. The Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) will be subtotaled on the CE-4b. When indirect costs are prorated back to Fund 1 based on total contact hours, the total Fund 1 and Fund 2 expenditures in columns 10 - 20 should be utilized.

1. **Round all figures to the nearest dollar.**
2. The CE-4b expenditure Pro Rate Sheet is divided into two sections. They are as follows:
 - a. **Unrestricted General Fund -**
The organizational units to be financed through this fund are those, which are generally directly concerned with the operation and support of the educational program of the school as a whole--the only restrictions being those imposed by the budget.
 - b. **Restricted General Fund -**
This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use by an outside agency or person. The organizational units to be financed through this fund are usually the same, or at least complimentary, to those financed through the "General Fund." The only difference is that the numeral "2" would be assigned to the transactions affecting restricted funds.
2. The Unrestricted General Fund section is subdivided into 9 functional codes and groups. Of these major divisions, 4 relate to the Education Function (a.-d.) and 5 relate to the Support Function (e.-i.). They are as follows:
 - a) Arts and Science
 - b) Career/Vocational/Technical Education
 - c) General Adult Education (Continuing Education)
 - d) Cooperative Programs or Services
 - e) General Administration
 - f) Student Services
 - g) Learning Resources (Library)
 - h) Physical Plant
 - i) General Institution
4. Fund 1 and Fund 2 will be added together for the grand total, which will coincide with the total expenditures, reported on the AS-15E (Combined Funds 1 & 2).
5. Columns (1) through (3) will be pre-coded by the Department of Education for all programs for which have a CE-4 reimbursement form; for any programs not pre-coded, please insert in the appropriate CIP number sequence. (Please contact the Department of Education for assistance)
6. Columns (4) through (20) will be completed by the college.
7. Column (4) (Total Contact Hours) is the total contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This figure is the basis for prorating all indirect costs. (Support Services identified in 3 above.)
8. Column (5) (Eligible Contact Hours) is the eligible contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities.

CE-4b, Pro Rate Sheet, continued

11. Column (6) (Total Credit Hours) is the total credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This column will be ignored for all activities.
 10. Column (7) (Eligible Credit Hours) is the eligible credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities with credit hour enrollment.
 11. Column (8) (Full-Time Headcount) is the number of full-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.
 12. Column (9) (Part-Time Headcount) is the number of part-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.
- NOTE:** For numbered items 13 through 17 below you may enter Total Direct Costs in columns (14) of the CE-4b (Other Current Expenses) and leave columns (10) through (13) blank (report total direct costs only).
13. Column (10) Salary – Reimbursable- (520-599) is the reimbursable salary from July 1 through June 30 of the reporting Fiscal Year.
 14. Column (11) Services – (601-626) is the services from July 1 through June 30 of the reporting Fiscal Year.
 15. Column (12) Materials & Supplies – (632-646) is the materials and supplies July 1 from through June 30 of the reporting Fiscal Year.
 16. Column (13) Travel – (647-648) is the instructor travel from July 1 through June 30 of the reporting Fiscal Year.
 17. Column (14) Other Current Expenses (650-699) is other current expenses from July 1 through June 30 of the reporting Fiscal Year.
 18. Column (15) Administration & Supervision (510) includes all object codes related to a particular supervisor of the appropriate cost centers, prorated to applicable program based on total contact hours in that cost center from July 1 through June 30 of the reporting Fiscal Year.
 19. Column (16) (Direct Costs) is the total of columns (10)-(15) and would include object codes 510, 520 through 599, 601 through 626, 632 through 648 and 650 through 699 of the appropriate function expenses from July 1 through June 30 of the reporting Fiscal Year.
 20. Column (17) (Indirect Costs) would be the total expenditures for functions 5-9, prorated to the program based on total contact hours expenses from July 1 through June 30 of the reporting Fiscal Year.
 21. Column (18) (Direct Capital Expenditures) would include all capital outlay expense directly attributable to the program and would include object codes 710, 740 and 750 expenses from July 1 through June 30 of the reporting Fiscal Year.
 22. Column (19) (Indirect Capital) would include all capital outlay attributable to the Support Services functions prorated on total contact hours and would include object codes 710 and 790 expenses from July 1 through June 30 of the reporting fiscal year.
 23. Column (20) (Total) would be the total of columns (16) through (19).
 24. After prorating all of Indirect Costs (Support Services) the Grand Total row on the last page of the CE-4b should be 0 (zero) in columns (17) through (19).

Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)

1. **Round all figures to whole dollar and use only positive dollar amounts for all items.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Total the sub-account assets and report on the control account line (i.e. assets in object codes 100 through 129 would be combined and reported on the Balance Sheet line "Cash on Hand or in Bank"; object codes 131-139 would be combined and reported on the Balance Sheet line "Investments", etc.). Enter into the appropriate cell of the Excel template.
4. Refer to your uniform Financial Accounting Handbook for identification of items within an object code.
5. Report Unrestricted General Fund (Fund 1), Restricted General Fund (Fund 2), and Plant Fund (Fund 7).
6. The spreadsheet will automatically total the appropriate columns and rows.
7. Dollar amounts in object codes 191-198 (Fixed Assets) should agree with dollar amounts in object code 312 (Fund Balance-Net Investment in Plant) in each fund.
8. Dollar amounts in object code 311 (Fund Balance-Unrestricted) should agree with dollar amount answer when total current liabilities (object codes 100-189) are subtracted from total current assets (object codes 201-240).

Unrestricted General Fund, AS-15E (Fund 1)
Restricted General Fund, AS-15E (Fund 2)
Plant Fund AS-15F (Fund 7)

1. **Round all figures to whole dollar.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. In Fund 2, object code 415 Property Tax – Equipment Replacement, include the amount to be received from the \$.03 or \$.06 levy for equipment
4. In Fund 2, object code 416, Property Tax – Operations/Plant Fund/Early Retirement/Cash Reserve, include levy for insurance in function 8 and levy for early retirement in function 9. Cash Reserve will be included in function 5. In debt service sub-fund of the plant funds group, include only the amount necessary to pay bonds or certificates and interest that are currently due.
5. In Fund 2, object code 419, Property Tax – Tort Liability/Insurance, include the amount to be received from the tort liability levy in function 9, and the amount received from insurance in function 8.
6. Include assessments for library books, parking tickets, etc. in object code 477 Assessment-Special Charges. Parking fees or permits are to be included in object code 454-Other Sales and Service.
7. Money kept from administering General Educational Development (GED) tests should be classified in function 3 (General Adult Education) and object code 406 (other student fees).
8. Indicate the use of Unrestricted Funds necessary to balance revenue with expenditures.
9. Place all Worker's Compensation Insurance in object code 591 (Worker's Compensation Insurance) in function 5. Do not include in object code 618 (Insurance).
10. Capital outlay figures are to be included in total disbursements.
11. Object code 590 Related Payroll Costs and Fringe Benefits, object code 592 FICA (Employer's Share) and object code 593 Retirement Plan (Employer's Share) are to be broken down by object code and function.
12. The spreadsheet will automatically total the appropriate columns and rows.
13. Expenditure totals for Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) should agree with CE-4b totals.

Building Information

1. Enter data to indicate the following information about each building for your college;
 - heated or unheated,
 - square footage,
 - cubic footage,
 - owned or leased,
 - other information such as height, length and ceiling height can be provided.
3. The spreadsheet will automatically total the appropriate columns.

Buildings and Facilities

Building Form #1 Total Buildings and Land

1. Enter data to indicate the following information about the total buildings and land for your college;
 - number of acres for owned and leased buildings and non-buildings,
 - total original expenditures for land,
 - any pertinent comments about the facilities.
2. The spreadsheet will automatically total the appropriate rows.

Building Form #2 Site Acquisitions and Disposals Through Fiscal Year 2003

1. Enter data to indicate the following information about the total buildings and land for your college;
 - site of acquisition or disposal,
 - number of acres purchased,
 - date of acquisition,
 - total expenditures,
 - number of acres sold,
 - date of sale,
 - total sale price.

Building Form # 3 Source of Funds to Acquire Buildings

1. Enter data to indicate the following information about the each building for your college;
 - site of acquisition,
 - date of construction,
 - building name/function,
 - building condition,
 - source of revenue (e.g. State Appropriation, Local Tax Levy, etc.),
 - total cost of the building,
 - gross square feet,
 - other comments,
 - net usable square feet.

Building Form # 4 Buildings-Leased

1. Enter data to indicate the following information about the leased buildings used by your college;
 - site name,
 - expiration date of lease,
 - usage/purpose of the building,
 - condition of the building,
 - total lease payment,
 - the gross square feet,
 - net usable square feet,
 - any pertinent comments about the facilities.

Administrative Allowance from Code of Iowa, Chapter 260E

1. **Round all figures to whole dollar.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance.
4. Provide appropriate revenue sources for the current Fiscal Year.
5. Enter expenditure amounts in the appropriate lines.
5. The spreadsheet will automatically total the appropriate columns and rows.

Vocational-Technical Technology Improvement Program Fiscal Report

Fiscal Year 2003 Vocational-Technical Technology Fiscal Report
due on or before August 4, 2003
Fiscal Report contact person: Beverly Bunker (515) 281-3615
e-mail: beverly.bunker@ed.state.ia.us

Iowa Code Chapter 260A.1, Community College Vocational Technical Technology Improvement Appropriation was repealed during the 2002 Legislative session.

The Iowa Department of Education is required to report all expenditures related to this appropriation to the Iowa Department of Management, including fiscal year 2002 carryover expended in fiscal year 2003.

Please complete the Vocational Technical Technology Improvement Program fiscal report. If no carryover funds were expended after July 1 2002, and your appropriation is completely expended, please note a zero balance on the report.

- 1. Round all figures to whole dollar.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance of state technology funds for Fiscal Year 2003 (Reported as the ending fund balance for Fiscal Year 2002).
4. Provide appropriate revenue sources for the current Fiscal Year.
5. Enter expenditure amounts in either the equipment columns or the staff development columns by program (use either CIP number or state title).
6. **Enter the number of vocational students served and number of staff trained with the funds.** It is not necessary to enter by program, but would be acceptable to do so if you have that information.
7. The spreadsheet will automatically total the appropriate columns and rows.

Iowa Course for Drinking Drivers (DUI) Enrollment Report

Fiscal Year 2002-2003 DUI Report is due on or before August 4, 2003
Contact person: Karen F. Poole (515) 281-3671
e-mail: karen.poole@ed.state.ia.us

This report is completed annually to record the total Fiscal Year DUI enrollments. If any students are declared “indigent”, no fee is assessed by the college providing the course.

1. Enter the community college name and address.
2. Enter the date, county, and district information.
3. Document the total number of students by gender completing the course for the Fiscal Year.
4. Enter the total number of indigent students by gender and subtract from the total.
5. Total the remaining number of students, for Fiscal Year 2003.
6. Send form to the Department of Education.

APPENDIX A1

IDENTIFICATION CODE NUMBERS/SETS

Revised June 2002
 State of Iowa
 Department of Education
 Division of Community College & Workforce Preparation
 Grimes State Office Building
 Des Moines, Iowa 50319-0146

Identification Code Numbers/Sets

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
1 – Elementary	02 - Full-Time Preparatory	03 - Work-Site Learning (Paid)	01 – Corrections-Federal (Not-Eligible)
2 - Secondary	03 - Short-Term Preparatory	04 - Apprentice	02 – Secondary-Career/Tech
3 - Postsecondary	04 - Vocational Supplementary	09 - Special Populations	03 - Credit
4 - Adult	05 - Related Service or Activity	11 - No Special Emphasis	04 - Non-Credit
5 - Combination (any two or more of the above)	06 - Arts and Sciences College Parallel/Career Option	12 - Young Farmer	22 - Not-Eligible
	07 - Part-Time Preparatory	22 - Work-Site Learning (Clinical)	42 – Corrections-State (Not-Eligible)
	08 - Arts & Sciences Liberal/General Studies	23 - Work –Site Learning (Non-Paid)	85 - Tech Prep Grant
	22 - Jt. Adm. – Secondary Preparatory	24 - Adult Farmer	91 - Perkins Grant
	23 - Alternative High School	29 - Articulated	
	29 - Jt. Adm. – Secondary General Education	30 - Corrections	
	32 - Shared Full-Time Preparatory	31 - Developmental Education	
	33 - Shared Short-Term Preparatory	32 - Tech Prep	
	34 - Shared Vocational Supplementary	33 - Sex Equity	
	35 - Shared Related Service or Activity	35 - Reciprocal Agreement	
	36 - Shared A & S College Parallel/Career Option	36 - Co-sponsored	
	37 - Shared Part-Time Preparatory		
	38 - Shared A & S Liberal/General Studies		
	40 - ABE/GED-scheduled courses		
	41 - ABE/GED-individualized learning		
	42 - High School Diploma		
	43 - Adult Continuing & General, Eligible		
	44 - Adult Continuing & General, Not-Eligible		
	45 - Adult Related Service or Activity		
	46 - Iowa Course for Drinking Drivers		
	47 - Iowa Course For Driver Improvement		
	48 - Recertification/Licensure		
	49 – Apprenticeship		
	52 - Community Rehabilitation Prog. (Sheltered Workshops)		
	53 - 260E Iowa Industrial New Jobs Training Program		
	54 - 260F Iowa Job Training Program		
	55 - 260G Accelerated Career Education Training Program (ACE)		
	56 - ESL-scheduled courses		
	57 - ESL-individualized learning		

APPENDIX A2

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) NUMBERS AND IDENTIFICATION CODE NUMBERS/SETS

Revised June 2002

Community College Programs, Courses, Services, and Activities
Classification of Instructional Programs (CIP) Numbers and Identification Code Numbers/Sets

Educational Functions/Programs By State Title NOTE: (Code Economic Development Programs/Courses with a Special Emphasis of 'E'-53, 'F'-54, 'G'-55) NOTE: (Code Co-sponsored with a Special Emphasis of 36)	Classification of Instructional Programs (CIP)	Identification Codes Level, Type, Special Emphasis, Object & Purpose
	CIP Number	Identification Code Set
FUND 1 - ACTIVITIES		
ARTS AND SCIENCES		
Liberal/General Studies	24.010100	03 08 11 03
College Parallel /Career Option	Occupational Specific	03 06 03 03
NOTE: Prep programs receiving Perkins III dollars carry 91 Ob Pu	Occupational Specific	03 06 11 03
	Occupational Specific	03 06 22 03
	Occupational Specific	03 06 23 03
	Occupational Specific	03 36 11 03
Tech Prep	Occupational Specific	03 36 32 03
VOCATIONAL EDUCATION		
Preparatory (Credit)		
NOTE: Prep programs receiving Perkins III dollars carry 91 Ob Pu		
Full-Time Reciprocal Agreements	Occupational Specific	03 02 35 03
Full-Time Preparatory	Occupational Specific	03 02 03 03
	Occupational Specific	03 02 11 03
	Occupational Specific	03 02 22 03
	Occupational Specific	03 02 23 03
Tech Prep	Occupational Specific	03 02 32 03
	Occupational Specific	03 32 03 03
	Occupational Specific	03 32 11 03
	Occupational Specific	03 32 22 03
	Occupational Specific	03 32 23 03
Short-Term Preparatory	Occupational Specific	03 03 03 03
	Occupational Specific	03 03 09 03
	Occupational Specific	03 03 11 03
	Occupational Specific	03 03 22 03
	Occupational Specific	03 03 23 03
Tech Prep	Occupational Specific	03 03 32 03
Part-Time Preparatory	Occupational Specific	03 07 03 03
	Occupational Specific	03 07 11 03
	Occupational Specific	03 07 22 03

Educational Functions/Programs By State Title, continued	CIP Number	Identification Code Set
VOCATIONAL EDUCATION, continued		
Part-Time Preparatory		
Tech Prep	Occupational Specific	03 07 32 03
Apprentice (Credit)	Occupational Specific	04 49 04 03
Co-sponsored (Credit)	Occupational Specific	04 04 36 03
ADULT/CONTINUING EDUCATION		
ABE/GED-scheduled courses	53.020100	04 40 11 04
ABE/GED-individualized learning	53.020100	04 41 11 04
Adult Continuing & General (Eligible For SGA)	53.040100	04 43 11 04
Adult Continuing & General (Not-Eligible For SGA)	53.050100	04 44 11 22
Apprenticeship (Not Funded by Economic Development)	Occupational Specific	04 49 04 04
High School Diploma	53.010100	04 42 11 04
Iowa Course For Drinking Drivers	53.030100	04 46 11 04
Iowa Course For Driver Improvement	53.030200	04 47 11 04
Recertification/Relicensure (Degree)	62.100000	04 48 11 04
ESL-scheduled courses	53.020120	04 56 11 04
ESL-individualized learning	53.020120	04 57 11 04
Adult Supplementary	See list at left	04 04 11 04
NOTE: Co-sponsored activities carry 36 Spec Emph		
Do not use all zeros beyond the major CIP Number Category		
Major CIP Numbers include:		
(01., 02., 03., 08., 09., 10., 11., 12., 14., 15., 19., 20., 41., 43., 44., 46., 47., 48., 49., 50., 51., 52.) Use 8 digit-specific to identify the program.		
Adult Supplementary Summary	60.030000	04 04 11 04
Displaced Homemaker/Single Parent NOTE: DHSP receiving Perkins III dollars carry 91 Ob Pu		
Support Services	68.030400	05 05 20 04
Displaced Homemakers Center	68.030500	05 05 20 04
Preparatory (Non-Credit)		
Short-Term Preparatory	Occupational Specific	03 03 03 04
	Occupational Specific	03 03 09 04
	Occupational Specific	03 03 11 04
	Occupational Specific	03 03 22 04
	Occupational Specific	03 03 23 04
Part-Time Preparatory	Occupational Specific	03 07 03 04
	Occupational Specific	03 07 11 04
	Occupational Specific	03 07 22 04
	Occupational Specific	03 07 23 04

Educational Functions/Programs By State Title, continued	CIP Number	Identification Code Set
ADULT/CONTINUING EDUCATION, continued		
Economic Development		
Iowa Industrial New Jobs Training Program (260E)		
260E (Not-Eligible)	Subject Specific	04 53 11 22
260E Apprenticeship (Not-Eligible)	Occupational Specific	04 53 04 22
*260E Summary Total	60.020990	04 53 11 22
Economic Development		
Iowa Job Training Program (260F)		
260F (Eligible)	Subject Specific	04 54 11 04
260F Apprenticeship (Eligible)	Occupational Specific	04 54 04 04
*260F Summary Total (Eligible)	60.021990	04 54 11 04
260F (Not-Eligible)	Subject Specific	04 54 11 22
260F Apprenticeship (Not-Eligible)	Occupational Specific	04 54 04 22
*260F Summary Total (Not-Eligible)	60.021990	04 54 11 22
Accelerated Career Education-ACE (260G)		
260G Credit	Occupational Specific	04 55 11 03
260G Apprenticeship Credit	Occupational Specific	04 55 04 03
*260G Summary Total Credit	60.022990	04 55 11 03
260G Non-Credit	Occupational Specific	04 55 11 04
260G Apprenticeship Non-Credit	Occupational Specific	04 55 04 04
*260G Summary Total Non-Credit	60.022990	04 55 11 04
*Note: Summary Totals for CE-4b		
COOPERATIVE PROGRAMS OR SERVICES		
Secondary Jointly Administered Summary	59.000000	02 22 11 22
Secondary Jointly Admin./Liberal General Studies	24.010100	02 29 11 22
Secondary Jointly Administered/Tech Prep	Occupational Specific	02 22 32 22
RELATED SERVICES & ACTIVITIES		
Alternative High School	62.200000	02 23 11 22
Community Rehabilitation Program (Sheltered Workshop)	68.080000	05 52 11 04
FUND 2-ACTIVITIES		
RELATED SERVICES & ACTIVITIES		
Corrections State Summary	63.010000	05 05 30 42
Carl Perkins III Corrections Federal - Postsecondary	Occupational Specific	03 05 30 01
Carl Perkins III Corrections - Secondary	Varies	02 02 11 01
Carl Perkins III Allocation – Postsecondary	68.050100	03 05 11 91
Carl Perkins III Allocation – Secondary Consortium(s)	Varies	02 05 11 91
Carl Perkins III Displaced Homemakers Ctr – Secondary	68.030500	02 02 20 91
Tech Prep Grant	68.060100	05 05 32 85
Tech Prep Program Implementation	68.060300	05 05 32 85

Educational Functions/Programs By State Title, continued	CIP Number	Identification Code Set
FUND 2-ACTIVITIES, continued		
RELATED SERVICES & ACTIVITIES, continued		
Sex Equity NOTE: Programs receiving Perkins III dollars carry 91 or 85 Ob Pu		
Guidance	68.010400	05 05 33 22
Recruitment	68.010700	05 05 33 22
Support Services	68.011300	05 05 33 22
Resource Center	68.011400	05 05 33 22
Incentive Grant	68.011500	05 05 33 22

Note: Eligible for State General Aid = Object and Purpose 03 (credit) and 04 (non-credit), Not-Eligible For State General Aid = Object and Purpose 01, 22, 42.